Nashville State
Community College

Catalog
2003-2004

Nashville State Community College

2003-2004 Catalog

CollegeSource

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Nashville State
Community College

Volume 31
120 White Bridge Road
Nashville, TN 37209
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800-272-7363
www.NSCC.edu

Catalog Scope and Limits

The course offerings and requirements of the college are continually under examination and revision. This catalog presents the offerings and requirements in effect at the time of publication, but there is no guarantee they will not be changed or revoked. However, adequate and reasonable notice will be given to students affected by any changes. This catalog is not intended to state contractual terms and does not constitute a contract between the student and the college.

The college 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 college. The enrollment of all students is subject to these conditions. Current information may be obtained from the following sources: Admission Requirements–Student Services Center, Course Offerings–Department or Division Offering the Course, Degree Requirements–Records Office and Tuition–Business Office.

Nashville State Community College provides the opportunity for students to increase their knowledge by providing programs of instruction in the various disciplines through faculty who 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 upon application of appropriate study techniques to any course or program. Thus, Nashville State Community College must necessarily limit representation of student preparedness in any field of study to that competency demonstrated at that specific point in time at which appropriate academic measurements were taken to certify course or program completion.

Policy statement of nondiscrimination

Nashville State Community College does not discriminate in any form against students, employees, or applicants on the basis of race, sex, national origin, religion, age, or disability. Nashville State Community College complies with nondiscrimination laws Title VI, Title IX, Section 504, and the ADA. This discriminatory policy and practice extends to coverall educational programs and activities conducted by Nashville State Community College. Procedures for filing grievances can be obtained from the college's Affirmative Action Officer.

The catalog is a production of the department of Publications and Media Relations: Ellen L. Zink, Montique Luster, and Ed Dubell with production assistance from Vicki Kasperek, Visual Communications, and Carol Hines, Community and Economic Development.

Photographs by Cheryl Gibson.

NSCC-22-03

Nashville State

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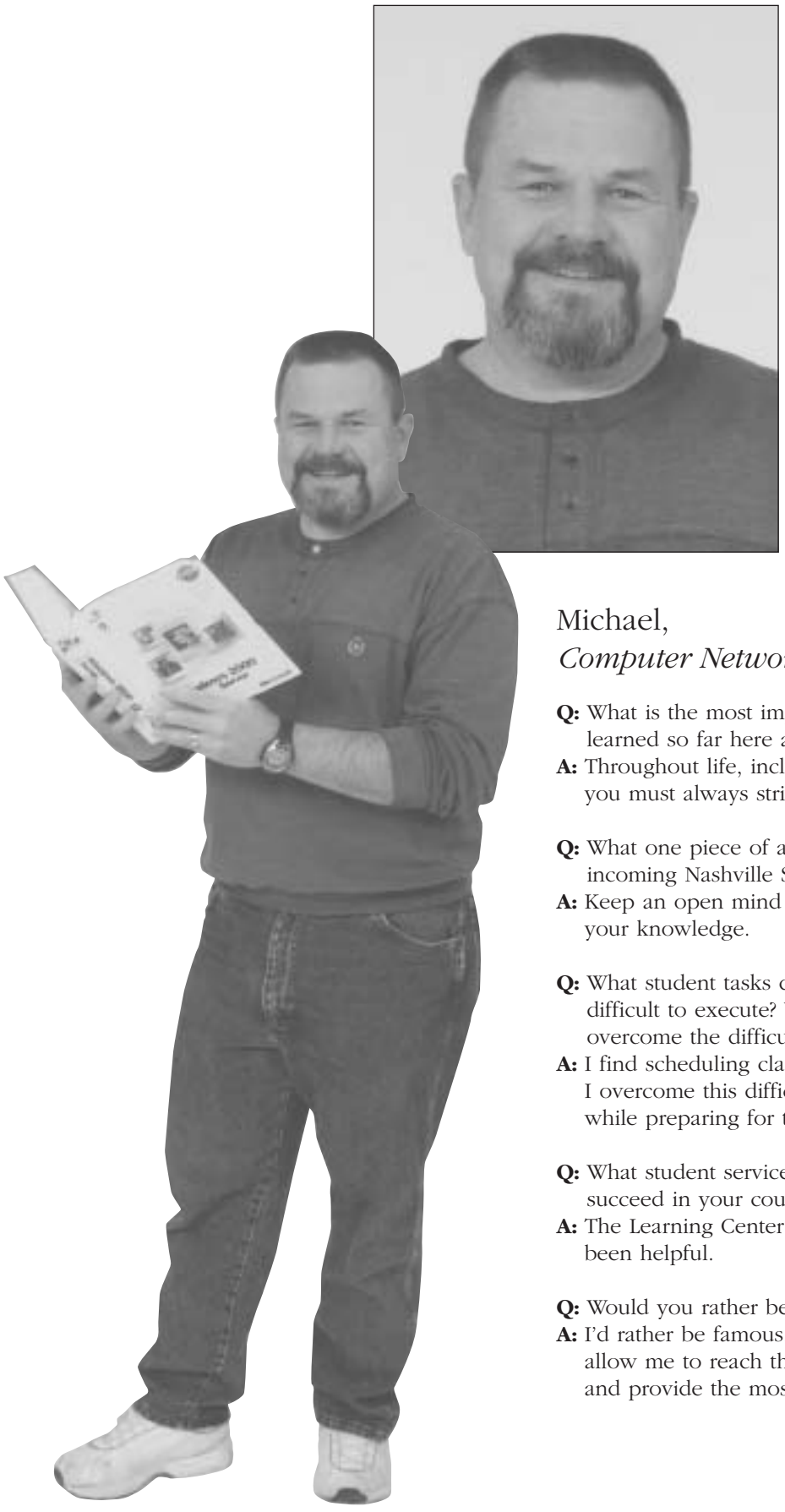


Nashville State ORIGINALS Student Stories

Michael,
Computer Networking Technology

Q: What is the most important thing you have learned so far here at Nashville State?
A: Throughout life, including academic years, you must always strive to do your best.

Q: What one piece of advice would you give an incoming Nashville State student?
A: Keep an open mind and expand your knowledge.

Q: What student tasks do you find are the most difficult to execute? What helps you overcome the difficulty?
A: I find scheduling classes by myself difficult. I overcome this difficulty by using an advisor while preparing for the next semester.

Q: What student services have helped you succeed in your course of studies?
A: The Learning Center and its services have been helpful.

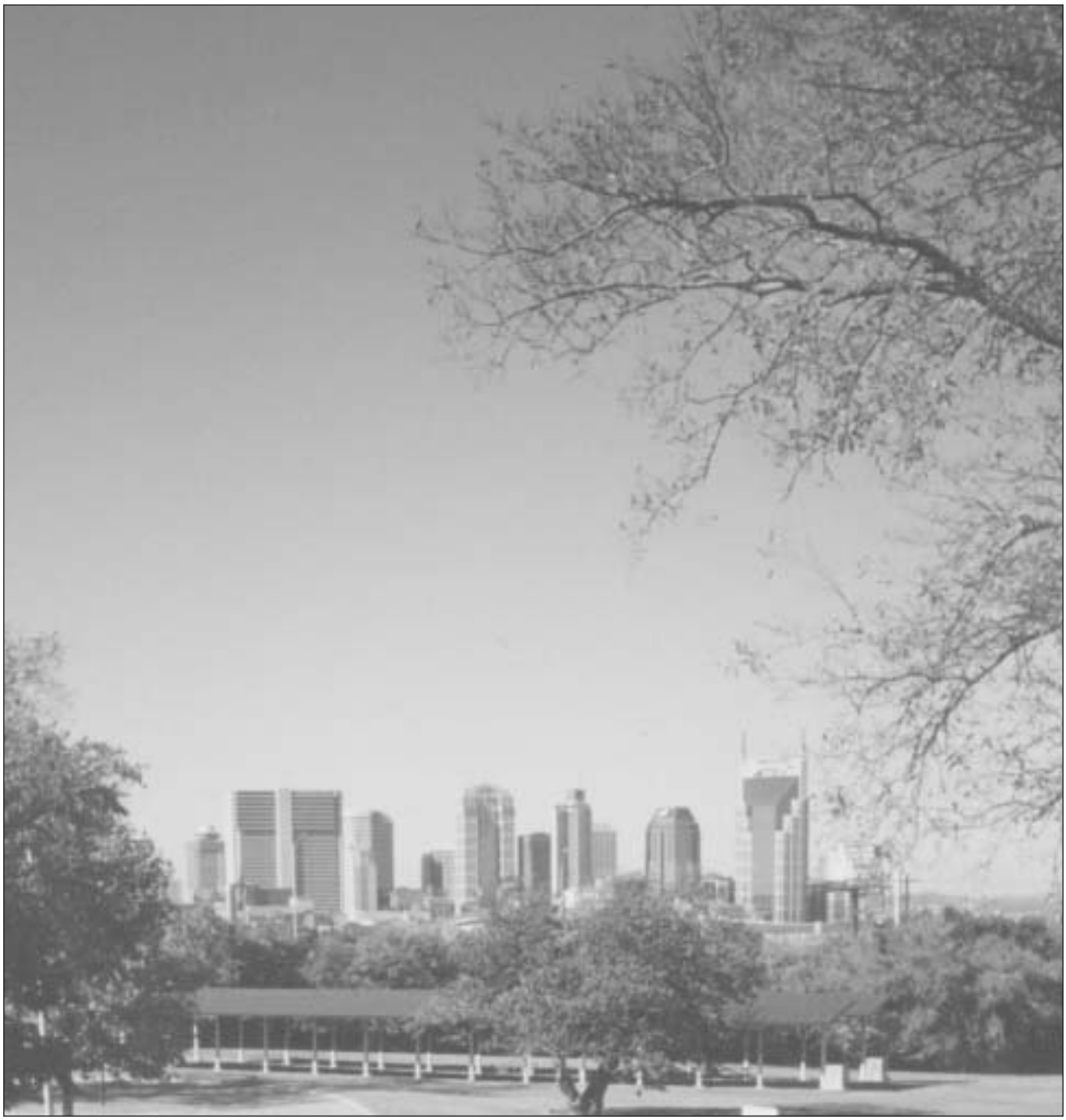
Q: Would you rather be rich or famous?
A: I'd rather be famous. Being famous would allow me to reach the maximum audience and provide the most opportunities.

Nashville State

General Information

The Mission

The mission of Nashville State Technical Community College is to provide comprehensive educational programs, progressive partnerships, exemplary services, and responsible leadership to improve the quality of life for the communities it serves.



History of Nashville State

In 1963, the Tennessee General Assembly passed House Bill No. 633 authorizing the statewide system of regional technical institutes and area vocational-technical schools.

Nashville State opened in 1970 with an enrollment of 398 students. By the Fall of 2000, that number had grown to 7,315; with an enrollment of over 14,000 students during the entire academic year. Nashville State's initial offering of five Associate's degree programs has grown to 49 degree programs and 12 certificate programs. In addition, Nashville State offers continuing education courses ranging from technical skills to management training and programs providing training in such areas as computer-aided drafting and office technology.

Nashville State shares a 109 acre campus with the Tennessee Technology Center at Nashville. The Nashville State facilities include 239,000 square feet of space for classrooms, labs, offices, student services, and a library.

Since 1984, Nashville State has been governed by the Tennessee Board of Regents (TBR) of the State University and Community College System. By 2001, TBR began analyzing the lack of a comprehensive community college presence in Cheatham, Davidson, Dickson, Houston, Humphreys, Montgomery, and Stewart counties. After extensive study and consultation, TBR decided to pursue the objective of expanding the mission of Nashville State as a comprehensive community college in order to help Middle Tennesseans by preparing a skilled workforce; attracting high skill, high pay jobs; improving the per capita income rank of 8th among 11 peer cities; easing transfer to baccalaureate programs; and projecting a substantial income lifetime advantage of graduates with Associate's degrees.

In the spring of 2002, the decision was approved by the Tennessee General Assembly and the Tennessee State Governor to expand Nashville State to community college status effective on July 1, 2002. Nashville State is authorized to offer the Associate of Applied Science (A.A.S.) degree, as well as technical and academic certificates. The Associate of Arts (A.A.) and Associate of Science (A.S.) degrees are offered for students planning to transfer to universities.

Funding the Future

The Nashville Tech Foundation

The Nashville Tech Foundation is a non-profit corporation dedicated to "funding the future" for the students at Nashville State Tech. Since its inception in 1994, the Foundation has provided much needed financial assistance to over 300 students at Nashville State.

Together with the Nashville Tech Foundation Board of Trustees, the Development Office at Nashville State seeks funding from area businesses, Nashville State alumni, and other friends of the college.

Companies and private foundations that support the Nashville Tech Foundation include:

American General

The Frist Foundation

HCA Foundation

Ingram Industries

For more information about how you or your company can help the Nashville Tech Foundation "fund the future," please contact the Development Office at 615-353-3050 or visit the Nashville Tech Foundation Website at *www.nscc.edu/foundation.*

AMERICAN GENERAL FINANCIAL GROUP

THE FRIST FOUNDATION

The HCA Foundation℠

INGRAM

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Noble Cody

Joe Albrecht

Rick Larsen

Eldon Leslie

Accreditation and Memberships

Nashville State Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools. 1866 South Lane, Decatur, Georgia 30033-4097; Telephone 404-679-4501 to award the Associate of Applied Science (A.A.S.) degree, the Associate of Arts (A.A.) degree, and the Associate of Science (A.S.) degree.

The Automotive Programs for the Ford Motor Company, Automotive Student Service Educational Training Program (ASSET), and the General Motors Corporation, Automotive Service Educational Program (ASEP) are approved by the National Automotive Technicians Education Foundation, Inc. (NATEF).

The Business Management, Computer Accounting, and the Office Administration Programs have been given full accreditation by the Association of Collegiate Business Schools and Programs (ACBSP).

The following Engineering Technology Programs have been accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology (ABET).

- Architectural Engineering Technology
- Civil and Construction Engineering Technology
- Electrical Engineering Technology
- Electronic Engineering Technology

The Occupational Therapy Assistant Technology Program is accredited by the Accreditation Council of Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA).

The Surgical Technology Program has been reviewed by the Accreditation Review Committee on Surgical Technology (ARC-ST), and is accredited by the Committee on Accreditation of Allied Health Education Programs (CAAHEP).

Nashville State holds membership in additional professional organizations, including:

American Association of Community Colleges
American Society for Engineering Education
American Society for Training and Development
Council for Higher Education Accreditation
Middle Tennessee Society for Human Resource Management
Nashville Area Chamber of Commerce
Nashville Technology Council
National Association of College & University Business Officers
National Association of Student Financial Aid Administrators
Servicemembers Opportunities Colleges
Tennessee Alliance for Continuing Higher Education
Tennessee College Association
The College Board

This list is subject to change at any time prior to or during an academic term.

Academic Calendar 2003 – 2004

FALL 2003

Early Registration Begins	Monday	April 7
Early Registration Ends	Friday	August 8
Convocation	Tuesday–Wednesday	August 12–13
On Campus Registration	Thursday	August 14
Weekend Classes Start	Saturday	August 16
Regular Classes Begin	Monday	August 18
Last Day to Register/Add Classes	Thursday	August 21
Census Date	Friday	August 29
Holiday, Labor Day (No Classes)	Saturday–Monday	August 30-September 1
Deadline for Filing Spring 2004 Graduation Intent	Monday	September 8
Last Day to Remove "I" Grade Summer 2003	Thursday	September 11
Fall Break	Thursday–Sunday	October 16-19
Last Day to Withdraw and Receive "W"	Monday	October 20
Holiday, Thanksgiving (No Classes)	Thursday–Sunday	November 27–30
Regular Classes End	Friday	December 5
Weekend Classes End	Saturday–Sunday	December 6–7
Examination Period	Monday–Sunday	December 8–14
Grades Due	Tuesday (Noon)	December 16

SPRING 2004

Early Registration Begins	Monday	November 10, 2003
Early Registration Ends (Last Day to Pay Fees)	Friday	December 19,2003
On Campus Registration	Thursday	January 8
Weekend Classes Start	Friday	January 10
Regular Classes Begin	Monday	January 12
Last Day to Register	Thursday	January 15
Holiday, Martin Luther King (No Classes)	Monday	January 19
Census Date	Friday	January 23
Deadline for Filing Summer 2004 Graduation Intent	Monday	January 26
Last Day to Remove "I" Grade from Fall semester 2003	Thursday	February 5
Spring Break	Monday–Sunday	March 22-28
Last Day to Withdraw and Receive "W"	Monday	March 29
Holiday, Good Friday (No Classes)	Friday–Sunday	April 9–11
Classes End	Tuesday	May 4
Examination Period	Wednesday–Tuesday	May 5–11
Grades Due	Thursday (Noon)	May 13
Commencement	Monday	May 17

SUMMER 2004

Full Term 10 Weeks

Early Registration Begins	Monday	April 5
Early Registration Ends (Last Day to Pay Fees)	Friday	May 21
On Campus Registration	Thursday	June 3
Last Day of Late Registration	Friday	June 4
Weekend Classes Start	Saturday	June 5
Regular Classes Start	Monday	June 7
Census Date	Friday	June 18
Deadline for Filing Fall 2004 Graduation Intent	Monday	June 21
Holiday, Independence Day (No Classes)	Saturday–Monday	July 3–5
Last Day to Remove "I" Grade from Spring semester 2004	Tuesday	July 6
Last Day to Withdraw and Receive "W"	Monday	July 12
Classes and Final Examinations End	Sunday	August 15
Grades Due	Tuesday (Noon)	August 17

First Term (Five Weeks)

On Campus Registration	Thursday	June 3
Last Day of Late Registration	Friday	June 4
Weekend Classes Start	Saturday	June 5
Regular Classes Start	Monday	June 7
Deadline for Filing Fall 2004 Graduation Intent	Monday	June 21
Last Day to Withdraw and Receive "W"	Wednesday	June 23
Holiday, Independence Day (No Classes)	Saturday–Monday	July 3–5
Classes and Final Examinations End	Monday	July 12
Grades Due	Thursday (Noon)	July 15

Second Term (Five Weeks)

On Campus Registration	Thursday	July 8
Last Day of Late Registration	Friday	July 9
Weekend Classes Start	Saturday	July 10
Regular Classes Start	Monday	July 12
Last Day to Withdraw and Receive "W"	Wednesday	July 28
Classes and Final Examinations End	Sunday	August 15
Grades Due	Tuesday (Noon)	August 17

FALL 2004

Early Registration Begins	Monday	April 5
Early Registration Ends (Last Day to Pay Fees)	Thursday	August 19
Convocation	Tuesday–Wednesday	August 24–25
On-Campus Registration	Thursday	August 26
Weekend Classes Begin	Saturday	August 28
Regular Classes Begin	Monday	August 30
Last Day of Late Registration	Thursday	September 2
Holiday, Labor Day (No Classes)	Saturday–Monday	September 4–6
Census Date	Friday	September 10
Last Day to Remove "I" Grade from Summer semester 2004	Thursday	September 23
Deadline for Filing Spring 2005 Graduation Intent	Friday	September 24
Fall Break (No Classes)	Saturday–Tuesday	October 16–19
Last Day to Withdraw and Receive "W"	Monday	October 25
Holiday, Thanksgiving (No Classes)	Thursday-Sunday	November 25–28
Weekend Classes End	Sunday	December 12
Regular Classes End	Monday	December 13
Examination Period	Tuesday–Sunday	December 14–19
Grades Due	Tuesday (Noon)	December 21

This calendar is subject to change at any time prior to or during an academic term due to emergencies or causes beyond the reasonable control of the institution, including severe weather, loss of utility services, or orders by federal or state agencies.

Transfer Programs (A.S. or A.A.)

Associate of Science	31 Areas of Emphasis	A.S. Degree
Associate of Arts	31 Areas of Emphasis	A.A. Degree
Arts and Sciences Certificate		Academic Certificate

Technical/Career Programs

Major	Concentrations within major	A.A.S Degree	Technical/Academic Certificate
Automotive Service Technology		✔	
Biotechnology		✔	
Business Management	Financial Services Mgt.: Banking Marketing Small Business Administration	✔ ✔ ✔	
Computer Accounting		✔	
Computer Information Systems		✔	
Computer Technology		✔	
Computer-Aided Drafting			✔
Computer Networking Technology		✓	
Culinary Arts		✔	✔
Early Childhood Education		✔	
Electrical Engineering Technology		✔	
Electronic Engineering Technology		✔	
Engineering Technology	Architecture, Automotive, Civil, and Construction	✔✔ ✔	
General Technology	Business Technical	✔ ✔	
Horticulture			✔
Industrial Automation			✔
Industrial Electrical Maintenance			✔
Industrial Machine Tools			✔
Music Technology			✔
Occupational Therapy Assistant		✔	
Office Administration	Administrative Medical	✔ ✔	
Photography			✔
Police Science		✔	
Sign Language Interpreting		✔	
Surgical Technology			✔
Technical Communications			✔
Visual Communications	Graphic Design Photography	✔ ✔	
Web-Page Authoring			✔

Definition of Terms

Academic Calendar—The system by which the institution structures its school year. The semester calendar is composed of three terms. Fall and spring terms involve fifteen weeks of instruction. Summer term involves ten weeks of instruction and is also subdivided into two shorter five-week terms.

Academic Probation—Indicates that the student has not met the criteria for academic progress as indicated on page 48-Grade Suspension.

Academic Suspension—Indicates that the student has not met the criteria to remove Academic Probation status and will not be permitted to enroll the subsequent semester.

ADA (American Disabilities Act/Section 504 Rehabilitation Act)—Any person having questions about services and facilities for people with disabilities or feel that he or she has been affected by discrimination should contact the ADA Coordinator. Grievances and complaints concerning reasonable accommodation and equal access in College programs, activities, or services can be made to the Student Disability Services Coordinator.

Admission—Acceptance of a candidate for enrollment.

Admission with Advanced Standing—Acceptance granted on the basis of credits earned in another college or on the basis of demonstrated educational attainment beyond the minimum required for admission as a beginning freshman.

Advisee—The student.

Advisor, Faculty—The instructor assigned to help students with their academic concerns.

Advisor, New Student—Professional advisors that are available in the Student Services Center to help new students with their academic concerns.

Application Fee—A one-time non-refundable fee charged upon application for admission to the college.

Associate Degree—A degree awarded upon successful completion of a curriculum of at least 60 hours of designed college-level work.

Classification—Student's status in respect to progress toward the completion of his or her curriculum based upon the number of semester hours of courses to his/her credit at the time of registration, and the scholarship achievement required for advancement to another class, (i.e. Freshman to Sophomore).

COMPASS (Computerized Assessment and Support System)—A computerized standardized placement test designed to assist the institution in placing students 21 and over in the basic skills areas of writing, reading, and mathematics.

Concentration—It is the student's primary field of interest that leads to a major at the community college level. (See Emphasis).

Continuing Education Unit—One CEU is defined as ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction.

Co-requisite—A course the student is required to take concurrently with another course.

Course—Organized subject matter in which instruction is offered within a given period of time and for which credit toward graduation or certification is usually given.

Course Number—Identification of a course by class level and a method to distinguish it from other courses in a given area of study.

Course Prerequisite—A preliminary requirement that must be met before a certain course may be taken without special permission.

Curriculum—The whole body of courses offered for study.

Dean's List—Common designation for the published list of students who have achieved a recognized standard of academic excellence.

Degree (Earned)—Title bestowed as official recognition for the completion of a curriculum.

Degree Student—One who has fulfilled all the admission requirements and who is pursuing an Associate Degree Program, referred to by some colleges as a regular student.

Department—An academic discipline, which offers instruction in a particular branch of knowledge.

Developmental Studies—A program of studies in various areas designed to give the student background prerequisite to college level studies to include English/writing, mathematics, reading, and study skills.

Dismissal—Involuntary separation of the student from the college.

Division—An administrative unit comprised of a group of related academic departments.

Drop/Add—The procedure in which students can remove themselves from a class or register for an additional class.

Dual Enrollment—The opportunity for an eligible high school junior and senior to take college level courses on the high school campus with appropriate approvals to earn both high school and college credit for successful course completion.

Elective—A subject or course in which students may choose to enroll that is not a required part of their curriculum.

Emphasis—A concentrated area of study that leads to a major at the university level.

Distance Education—Off-campus courses, Web courses, video courses, Dual and Joint Enrollment, Gifted and Talented Program, and Tech Prep.

Freshman—Classification of degree-seeking students having accumulated less than 30 credit hours.

Full-Time Student—A normal full-time student load is 16 semester hours. However, the commonly accepted minimum is 12 semester hours for financial aid purposes. During the summer semester, six semester hours is the standard.

Grade Point Average—A measure of average scholastic success obtained by dividing the number of grade points earned by the total number of hours of course work.

Hours Attempted—The cumulative total credit hours carried by the student for courses in which a grade of A, B, C, D, or F is received.

Hours Enrolled—The total credit hours carried by the student for all courses except those from which the

student officially withdrew or for those which the student audited.

Interdisciplinary Courses—Courses that combine aspects of more than one discipline and that may count toward credit in more than one discipline. Credit for interdisciplinary courses may be awarded in only one discipline.

Joint Enrollment—The opportunity for a high school junior or senior to take college courses and be enrolled jointly at Nashville State Community College and his/her high school at the same time with approval from the high school principal.

Late Fee—A non-refundable fee charged to all students enrolling in classes after the official registration day.

Major—The student's primary field of interest or major area of concentration. The field of concentration may fall within a single department of instruction or it may overlap several departments.

Maintenance Fee—A fee charged to all students enrolled in credit or audit courses. It is calculated based on the number of hours for which the student is enrolled. (See current fee amounts in the Business Procedures and Financial Aid Information section of this catalog.)

Matriculation—The enrollment of the student as a member of a college. To matriculate, a student must complete all admission requirements, register for classes, pay all fees, and attend those classes.

Motor Vehicle Registration Fee—A non-refundable fee charged to all students, faculty, and staff for parking.

Non-Degree Seeking Student—Sometimes referred to as a "Special Student," one who is not pursuing an Associate's degree. Non-degree seeking students are those taking non-credit courses in continuing education or students taking credit classes for audit, job modification, Dual Enrollment, Joint Enrollment, Gifted and Talented Program, or personal enrichment.

Out-of-State Tuition—An additional fee charged to students classified as "out-of-state" (non-Tennessee residents), who are enrolled in courses for credit or audit. This fee is in addition to the maintenance fee. (See current fee amounts in the Business Procedures and Financial Aid Information section of this catalog.)

Part-Time Student—One who is carrying an academic schedule of less than 12 semester hours or the equivalent per term.

Prerequisite—A course or courses a student must successfully complete to enroll in a higher-level course.

Probation—Probation status may be for academic or for disciplinary reasons. Academic probation is the result of unsatisfactory scholarship. It is not a penalty but a warning and an opportunity to improve. Academic probation usually involves a compulsory reduction of academic load. Normally, the student is required to make regular specified improvements in his or her record in order to avoid suspension. Disciplinary probation is a middle status between good standing and dismissal. The student remains enrolled but under stated conditions according to college policies. Disciplinary probation covers a stated trial period during which it is determined whether the student is returned to good standing, having met the stated requirements, or dismissed or suspended at the end of the period for failing to meet the stated requirements.

Quality Point Average—The QPA is determined by dividing the total number of quality points earned by the total number of credit hours which the student attempted at Nashville State Community College.

Readmission—The return of a student who has not been enrolled during the past academic year.

Reinstatement—The act of readmitting a student after he/she has been socially dismissed.

Residency—Refers to whether or not a student qualifies for "in-state" maintenance fees.

Residency Status—Students are classified as resident or non-resident for tuition purposes. The Tennessee Board of Regents determines the definition of residency, and all decisions concerning residency classification are made in the Office of Admissions.

Returned Check Fee—A fee charged to all students who write checks that are returned to Nashville State Community College from a financial institution because payment has been refused. If it is determined the bank is in error and the student submits a written statement from the bank, this fee is not assessed.

Semester—The fall and spring semesters constitute an academic year. The summer semester is considered an extra term and is not considered in determining the academic year.

Sophomore—A degree-seeking student who has completed 30 or more college-level credit hours.

Student Aid—Financial assistance for college expenses through any form of grants, scholarships, loans, or work.

Syllabus—An outline for an academic course; includes assignments, exam dates, grading practices, etc.

Technology Access Fee—A fee 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.

Traffic Violation Fees—Students and employees parked illegally, speeding, or not properly displaying a Nashville State Community College parking permit will receive a parking violation ticket. All fines must be paid within 14 calendar days from the date of the ticket.

Transcript—The official record of completed courses and the grades earned.

Transfer Credit—The number of course credits taken by a student at one college that another college will accept.

Transfer Student—A student who has attended one or more colleges and is admitted to another.

Transient Student—A student who is admitted for a limited period and who is regularly enrolled at another institution.

Withdrawal (Administrative)—An administrative action taken to remove a student from a course or courses based upon the student's failure to attend class or failure to follow the instructor's attendance policy. The instructor completes the proper form and notifies the Records Office within a prescribed time period. The student will receive a grade of "WF", Attendance Failure.

Withdrawal (Student Initiated)—A release from enrollment when a student notifies the appropriate authorities within the designated time period that he/she wishes to withdraw from a course or courses.

Nashville State

Admission
to the college

Kellon, *Professional Development*

Q: What is the most important thing you have learned so far here at Nashville State?
A: The most important thing I've learned is perhaps the most important thing to learn in one's life, and that is figuring out one's passion. Nashville State gave me the opportunity to explore different classes to help me figure out what career was right for me while charging very reasonable tuition fees.

Q: What is your inspiration?
A: What inspires me is finally realizing that no matter what your age, whether young or old, if you can figure out what you want to do, set goals, and work to make them happen; then you can do anything you want. What inspires me is finally knowing my path.

Q: How do you see your ideal work as more than a job?
A: It goes back to finding your passion. My ideal work will be more than a job because it will come from something I'm very passionate about—something that I was meant to do.

Q: What kind of music do you like?
A: I have eclectic tastes—r & b, rap, pop, and country.

Nashville State Community College provides opportunities for collegiate education to all qualified applicants without regard to their race, color, sex, religion, national origin, age, or disability. Information concerning admission to the college may be obtained from:

Office of Admissions
Nashville State Community College
120 White Bridge Road
Nashville, TN 37209
Phone 615-353-3215
Email: Recruiting@nscc.edu
Web: www.nscc.edu

Campus Visitation

Campus visits may be scheduled by calling The Office of Recruiting at 615-353-3265.

Admission Requirements

NSCC provides two major types of admission: Degree Admission and Non-Degree Admission, with several subcategories. Each admission category is designed for a particular purpose and for different populations. Applicants should review the various types and subcategories and select the admissions category that best suits their educational needs and qualifications.

In all cases, qualified students must:

1. Meet entry –level standards for the courses in which they enroll.
2. Be able to complete assignments, and
3. Be able to read and write at the required level.

Future students are urged to submit their applications as early as possible to allow sufficient time for application processing and the timely distribution of registration information.

All admissions documents submitted by the applicant become the property of the college and cannot be forwarded or returned. All correspondence concerning your admissions file should be sent to the address above.

The Office of Admissions will send a letter within one week acknowledging receipt of application. When all admission requirements have been met, the applicant will receive a letter indicating he/she has been accepted for admission. Otherwise, he/she will receive a letter indicating further action is necessary in order to establish eligibility for admission. Applicants will be advised when to appear for orientation, testing, and/or registration.

The Vice President of Academic Affairs may, upon appeal, waive or modify conditions of admission for individual applicants.

The following admission requirements are divided into admission classifications. Each classification begins with a description. Read each description carefully to determine your admission requirements.

University Parallel Program

For applicants wishing to enroll in a university parallel program leading to an Associate of Arts or an Associate of Science degree, and eventually a Bachelor's degree, the Tennessee Board of Regents requires the completion of specific high school courses.

Applicants who graduated from high school or home school during or subsequent to 1989 must meet the following course requirements in addition to those listed in the applicant's selected program of study. All course requirements must be met prior to the awarding of an Associate's degree in the university parallel program. Applicants who received a GED certificate during 1989 and thereafter as well as students who have an Enhanced ACT composite score of 26 or higher are considered to have met all high school unit requirements except those in foreign language and visual or performing arts. Listed below are the required courses and the required number of courses.

Courses	**Units**
English	4
Algebra I	1
Algebra II	1
Geometry or other advanced math units with geometry component	1
Natural or Physical Science	2
At least 1 unit must be Biology I or II; other courses are Biology for Technology, Chemistry I or II, Physics or Principles of Technology II	
U.S. History	1
Social Studies	1
Foreign Language	2
Visual/Performing Arts	1

Applicants who are found to be deficient in any of the above courses may be admitted on a provisional basis and will be required to remove any deficiencies prior to being awarded an Associate of Arts or Associate of Science degree. Questions regarding this policy should be forwarded to the Records Office at 615-353-3216.

Removal of High School Unit Deficiencies

After a review of the application, the Records Office will notify the student if he or she has high school unit deficiencies. NSCC encourages students to remove unit deficiencies within the first 30 semester hours of their program of study to avoid prerequisite problems. Courses used to remove high school unit deficiencies cannot be used to fulfill program requirements, and a grade of "C" or better must be earned in those courses.

Requirement	Proposed Course
English	See Note Below*
Algebra I and II	See Note Below*
Geometry or other advanced math with geometry component	MATH 0990
Natural/Physical Science I	BIOL 1110; BIOL 1120
Natural/Physical Science II	ASTR 1010; BIOL 1120, 2020; CHEM 1010, 1110, 1120; GEOL 1110; PHYS 1115; 2010
Social Studies	HIST 1010; PSYC 1111; SOCI 1111, 1112
U.S. History	HIST 2010, 2020
Foreign Language I	FREN 1010; SPAN 1010
Foreign Language II	FREN 1020; SPAN 1020
Visual/Performing Arts	SPCH 1112; ART 1030; MUS 1030

* Entrance deficiencies in English, Algebra I and II will be removed through the NSCC mandatory assessment and placement program.

Degree Seeking

First-Time Student

A "First-Time Student" at NSCC is an applicant who has never attended any college before.

These applicants must:

1. Submit a completed Application for Admission and a $5 non-refundable application fee. All appropriate spaces must be completed on the application. Failure to submit a complete and accurate application will result in a delay in processing your application to the college.
2. Graduate from a state approved high school, home school, or receive a GED high school equivalency diploma and submit to the Office of Admissions an "Official" high school transcript or an "Official" copy of GED scores. Evidence on the "Official" high school transcript indicating a passing Tennessee Comprehensive Assessment Program (TCAP) score is required for graduates of Tennessee public schools. NOTE: The transcript of a home school student should be an official copy from an affiliated organization as defined by state law (T.C.A. 49-50-801). Transcripts from independent home school students must be accompanied by certification of registration with the superintendent of the local education agency that the student would have otherwise attended. Applicants unable to provide a satisfactory secondary school credential may substitute acceptable GED scores. The minimum acceptable score for the GED is 45 with no sub-score less than 35.
3. Show proof of Measles, Mumps, and Rubella (MMR) vaccination if they are full-time entering students and born after 1956. By state law (Tenn. Code Annotated § 49-6-5001) immunization is not required if:
   a. It conflicts with the parents or guardians or individual's religious tenets & practices.
   b. A qualified physician certifies that administration of such immunization would be in any manner harmful to the individual involved, due to pregnancy, allergy to the vaccine, or other valid medical reasons.

Certificate of Immunization forms may be obtained from the Admissions Office. Official copies of a State Health Department or military immunization forms will be accepted in lieu of the certificate.

4. Show proof of Selective Service registration if they are male and between the ages of 18 and 26. Applicants must meet this requirement prior to registration. Selective Service registration forms may be obtained from the Office of Admissions.
5. Submit ACT or SAT scores, if they are less than 21 years of age. NSCC prefers the ACT but will accept the SAT. ACT or SAT scores are used to determine in which areas the applicant may be required to complete college prep course work. Enhanced ACT or SAT scores must be less than three years old. Information regarding the ACT or SAT may be obtained from your high school guidance counselor, NSCC Testing Center (615-353-3564) or Office of Admissions (615-353-3215), or by writing to:

American College Testing, Inc.
P.O. Box 168
Iowa City, Iowa 52242

NSCC ACT code number is 3983. Please use this number to request scores to be sent to NSCC.

a. Applicants whose ACT reading sub-test score is less than 19 on the Enhanced ACT or less than 460 verbal score on the SAT will be required to take college prep course work.

b. Applicants whose English sub-test score is less than 19 on the Enhanced ACT or less than 460 verbal score on the SAT will be required to take college prep course work.

c. Applicants whose math sub-test score is less than 19 on the Enhanced ACT or less than 470 math score on the SAT will be required to take college prep course work.

6. Applicants under 21 years of age possessing a GED with acceptable scores as described above are not required to submit ACT or SAT scores. However, they are required to undergo placement assessment.

7. All applicants 21 years of age or older must take the placement assessment. These applicants may choose to take the Enhanced ACT and be assessed according to the above guidelines.

Transfer Student

A degree-seeking applicant who has attended another college or university will be considered a transfer student. For "Transfer" applicants the following will apply:

1. Submit a completed Application for Admission and a $5 non-refundable application fee. All appropriate spaces must be completed on the application. Failure to submit a complete and accurate application will result in a delay in processing your application.

2. Submit transcripts from all previously attended institutions. Transcripts should be mailed directly to the Office of Admissions from the sending institution. For the convenience of the applicant, the college will accept "official" transcripts hand carried by the applicant, when it is in a sealed envelope. If the seal has been tampered with in any way, the "official" designation of the transcript will be voided and the applicant will be required to submit another "official" transcript. An initial evaluation of the transcript will be completed. If the applicant has fewer than 60 cumulative semester hours of college level work and is seeking an Associate of Science or Associate of Arts degree under the university parallel program, an "official" high school transcript or GED scores must be submitted.

3. Submit ACT or SAT scores, if they are under the age of 21. If fewer than 60 semester hours have been attempted, the ACT or SAT scores are used to determine in which areas the applicant may be required to complete college prep course work. Grades received in transfer courses will be considered for proper placement. Enrollment in those courses indicated by the results of the assessment is mandatory.

4. Have their transcripts evaluated for proof of competency in the areas of reading, writing, and mathematics, if they are 21 years of age and older and have fewer than 60 semester hours of completed work. Applicants lacking college level work in these areas will be required to undergo assessment. Enrollment in college prep courses indicated by the results of the assessment is mandatory.

5. College prep course work taken at other TBR institutions will be posted to the applicant's NSCC record and be considered in the number of attempted hours, but are not counted as hours earned toward the program of study.

6. All transfer applicants with 60 or more semester hours of credit will be exempt from placement assessment.

7. Transfer applicants who do not meet the admission standards of NSCC or whose last term of enrollment resulted in academic suspension will be admitted on academic probation and may be required to undergo placement assessment. Enrollment in those courses indicated by the results of the assessment is mandatory.

8. Transfer applicants whose last term of attendance at NSCC resulted in academic suspension and who are currently serving a suspension at another institution must meet with the Dean of Students to begin the academic review process (See Academic Action Appeals, page 48). If admission is recommended by the Academic Review Committee, the applicant may be required to undergo placement assessment as noted in section 3 or 4 above.

Readmitted Student
Any former NSCC student who has not been enrolled for over one year and who wishes to return to the college is considered a readmit student. Students seeking a readmission status must:

1. Submit an application for admission/readmission.
2. Submit an official transcript from each college or university attended since leaving NSCC. If it has been more than five (5) years since attending, all transcripts must be resubmitted. (High School, GED, College, etc.)
3. Be eligible for readmission under the college's admission policy.
4. Take the placement assessment if they do not meet one of the following conditions:
    a. Meet ACT requirements as outlined under "Degree Seeking Students", item 5 on the previous page.
    b. or have previously earned college credit for first-term math or English.

International Student
An applicant who is a citizen or a Permanent Resident of a country other than the United States is classified as an International Student.

It is the responsibility of the international student to be familiar with Bureau of Citizenship & Immigration Services (BCIS) regulations and assume responsibility for complying with these regulations.

Important Information for International Students
All international students, regardless of status, are required by BCIS to complete the "Special Registration Alien's Change of Address Card" within 10 days of such change. This form must be completed upon entering the United States and within 10 days of any change of address during time of stay.

International students may obtain the "Special Registration Alien's Change of Address Card" from the Information Desk in the Student Services Building. Forms should be mailed to the Department of Justice address located on the form.

F-1 Student Status
NSCC is authorized under federal law to enroll non-immigrant students on F-1 student status in its Associate's degree programs. Applicants should have the following credentials on file in the Office of Admissions one month prior to the start of the semester in which they wish to enroll:

1. A completed application for admission and a non-refundable $5.00 application fee.
2. Official copies of academic records of attendance from secondary schools, colleges, or universities accompanied by a certified English translation of these documents.
3. Official scores of the Test of English as a Foreign Language (TOEFL). A minimum score of 500 is required or a minimum score of 173 on the computer-based version is required for admission. Course work completed at another United States college or university or graduation from a United States high school may be used in lieu of TOEFL. Additional institutional placement assessment is required of all international students. (See "Degree-Seeking Non-Immigrant Status other than F-1" section that follows) Any academic skills deficiencies must be removed through enrollment in college prep courses. Our TOEFL code number is 1149.
4. Satisfactory evidence of the financial capability to meet the expense involved while studying at NSCC. Applicants on F-1 status must also complete the appropriate form, provided by the college, showing financial capability. Completion of this form includes the student's intent to attend the college on a full-time basis (12 or more credit hours per semester) and states that no employment will be required to meet expenses. International students will pay out-of-state fees and are not eligible for Title IV funding.
5. A certificate from a licensed physician or other medical authority verifying freedom from tuberculosis. This certificate must be submitted to the Office of Admissions within 30 days from the first day of classes to continue enrollment. If the student either has or potentially has tuberculosis requiring medical treatment, continued enrollment depends upon the decision of a licensed physician that the student's enrollment is not a risk to others and upon the student's compliance with any prescribed medical treatment.
6. All foreign non-immigrant students with F visas must enroll in the TBR Student/Scholar Health & Accident Insurance Plan as a condition of admission and continued enrollment. In the event a student has "adequate coverage," the required enrollment in TBR's insurance plan may be waived. For the purpose of this policy, "adequate

coverage" shall mean the student's coverage meets or exceeds the level of coverage provided to participants in the TBR's plan.

Degree-Seeking Non-Immigrant Status other than F-1
Students whose first language is NOT English are protected under Title IV of the Civil Rights Act and are guaranteed language assistance once a language deficiency is documented. These students must:

1. Submit an application for admission and a non-refundable $5.00 application fee.
2. Provide all documentation proving U.S. Immigration and Naturalization Service status.
3. Meet all regular admission requirements as a degree-seeking student except as described below:

   Take the Michigan Plus Language Proficiency Test and accept placement in the appropriate course work. Call an ESL testing specialist for details at 615-353-3380.

Permanent Residents and Refugees
Applicants in this category must meet all applicable requirements for regular admission to the college. Other requirements are as follows:

1. Submit an application for admission and a non-refundable $5.00 application fee.
2. Submit a copy of the front and back of Permanent Resident Alien card.
3. A permanent resident whose native language is NOT English must take the Michigan Plus Language Proficiency Test and accept placement in the appropriate course work in lieu of regular placement assessment. Call an ESL testing specialist for details at 615-353-3380.

Academic Certificate
The Academic Certificate in Arts & Sciences provides a formal credential recognizing completion of a core of general education courses. This certificate of courses may serve as a transition program for subsequent pursuit of an A.A.S. degree program, a recognized completion of a core of courses while the student is seeking admission to a limited-enrollment program, or provide a formal credential of courses for students planning to pursue a future baccalaureate degree.

Students applying for the Academic Certificate must complete the same admission and assessment requirements as degree-seeking students *(see "Degree Seeking" above)*. This program of study is eligible for Title IV assistance.

Technical Certificates
Students enrolled in a technical certificate programs are considered non-degree students. Placement assessment is not required for acceptance into these programs with the exception of the Surgical Technology program. Please contact the Office of Admissions for details. For admission into a technical certificate program, applicants must:

1. Submit an application for admission with a $5.00 non-refundable application fee.
2. Submit an official copy of high school transcript showing graduation with a regular or honors diploma, GED scores, or a college transcript.

These programs of study are eligible for Title IV assistance.

Non-Degree Seeking

Applicants not working towards a degree or certificate may be admitted as a non-degree student and are NOT eligible for Title IV funding. Students in this category who wish to be reclassified to degree seeking must submit appropriate transcripts and possibly undergo placement assessment. A change of status form must be completed. *Forms are available in the Office of Admissions*. Reclassification will not occur until all requirements of the new admissions status are met.

Transient Student
A regularly enrolled student of another institution who wants to take a limited number of credit hours during a term and who is not presently working towards a degree at NSCC may be admitted as a transient student. Those wishing to enroll as transient students must:

1. Submit an application for admission with a $5.00 non-refundable application fee.
2. Submit an official transcript from another institution or take the placement assessment, if the student wishes to enroll in college level English or math.

Audit Student
Students wishing to enroll on a non-credit basis may choose to audit courses at NSCC. To enroll as an audit student:

1. Submit an application for admission with a non-refundable $5.00 application fee.
2. Enroll in classes on a space available basis the first day of late registration. No late registration fee is assessed and the enrollment in certain classes may be limited or denied based upon space availability.

3. You may NOT change status from credit to audit or audit to credit once officially enrolled.
4. The student is expected to attend class but does not receive a letter grade or credit for the course. "AU" will appear on the student's record for completion of an audit course. Audit hours are counted in determining a student's maximum course load, only.
5. The student may NOT audit college prep courses.
6. A state employee may NOT use a fee waiver to audit courses.

Personal/Professional Enrichment
Students who do not wish to pursue a degree or certificate but would like to enhance their personal and/or professional skills may enroll in one of the following "special" categories:

Non-High School Graduate
1. An applicant who is 18 years of age or older and who does not have a regular high school diploma or GED and wishes to pursue study in GED preparatory courses only. May enroll by submitting an application for admission and a $5.00 non-refundable application fee.
2. An applicant 21 years of age or older who has not earned a regular high school diploma or a GED equivalent and not currently enrolled in high school or a GED program. May enroll by submitting an application for admission and a non-refundable $5.00 application fee and undergo the placement assessment and take the required developmental studies courses. These students may elect to enroll in GED preparatory courses.

Students may change to degree seeking status by successfully completing the GED and completing a change of status form in the Records Office.

High School Graduate
An applicant who has earned a regular high school diploma or GED may enroll in any course.

1. Except college-level math, English, or a course that has college-level math or English prerequisites. Any student who plans to enroll in college-level math or English must have the required ACT scores. For ACT requirements, refer to "Degree-Seeking, First-Time Student" above.
2. To enroll:
   a. An applicant must submit an application for admission with a non-refundable $5.00 application fee.
   b. Submit official high school transcripts.

Student with Previous College Credit
An applicant who has earned college credit but does not have a degree may enroll after completing the following:

1. Submit an application for admission and a $5.00 non-refundable application fee.
2. Undergo placement assessment if enrolling in math and English courses unless student has already completed college-level math or English.

College Graduate
An applicant who has earned a college degree may enroll in college-level courses without regard to course prerequisite requirements. Applicants must:

1. Submit an application for admission with a non-refundable $5.00 application fee.
2. Submit official college transcripts.

Dual Enrollment Program
A student in grades 11 or 12 may earn both high school credit and college credit while attending the same class in his/her high school. Students may also attend college classes for dual credit at NSCC. To enroll in the Dual Enrollment program applicants must:

1. Be a junior or senior in high school.
2. Have a minimum sub-score of 19 on the ACT in the specific subject area.
3. Meet all prerequisites of the course or courses in which they wish to enroll.
4. Have written permission from their high school principal and parent or guardian.

For more information on dual credit courses, contact the NSCC Dual Enrollment Coordinator at 615-353-3401.

Joint Enrollment Program
A student in grades 11 or 12 may earn college credit while in high school. Classes are held on the NSCC campus with occasional courses offered at the high school. To enroll in the Joint Enrollment Program applicants must:

1. Be in the 11th or 12th grades.
2. Have a minimum of 19 ACT score in subject area of choice (i.e., math or English).
3. Meet all prerequisites of the course in which they wish to enroll.
4. Have written approval of parent or guardian.

Academically Talented
A student in grades 9, 10, 11, or 12 who has been classified as "academically gifted" may earn college credit while in high school. Classes are held on the NSCC campus. To enroll as an "academically gifted" student applicants must:

1. Be in the 9th, 10th, 11th, or 12th grades.
2. Have a minimum overall G.P.A. of 3.2 on a 4.0 scale.
3. Have a minimum of 19 ACT score in subject area of choice (i.e., math or English).
4. Meet all prerequisites of the course in which they wish to enroll.
5. Have written approval of high school principal and parent or guardian.

Application forms and other admissions information may be obtained from the Dual Enrollment Coordinator at 615-353-3401. The ACT Residual may be taken at NSCC. ACT Residual means that the scores are used exclusively at NSCC and cannot be used for admission to another college or university.

Tech Prep
Tech Prep is a program of study that combines, at a minimum, two years of secondary education with two years of postsecondary education. The Tech Prep program constitutes a non-duplicative sequence or course study that integrates academic, vocational and technical instruction and utilizes work-based and worksite learning. Students may earn postsecondary credits for courses completed in high school by meeting all requirements of the Tech Prep Program. To enroll as a Tech Prep student applicants must:

1. Discuss with your high school teachers and counselors the courses eligible for credit at NSCC.
2. Develop your high school four-year or six-year plan, which should be updated each year with your counselor and teachers.
3. Maintain a "B" average or higher in courses eligible for articulation credit.
4. Complete, during your senior year, the application for "Articulation Credit". This application should be submitted along with your final transcript (and six-year plan, if available) to NSCC.
5. Submit an application for admission and a non-refundable $5.00 application fee.

For more information, call 615-353-3453 or 615-353-3518.

Residency Classification
Upon admission to the college, the Office of Admissions classifies each student as a resident or non-resident. Any person who has established a permanent domicile in Tennessee and shows evidence of long-term intent to remain within the state is generally classified as a resident. Ordinarily it is presumed that a person entering Tennessee from another state or country to attend college does so intending to remain only for the period of attaining his or her educational degree.

All decisions regarding residency classification are made for the purpose of paying fees and tuition, and are based on the Tennessee Board of Regents Policy No. 3:05:01:00. Copies of these policies are available in the Office of Admissions. The College may require proof of relevant facts regarding residency. The responsibility for residency classifications rests with the Director of Admissions, and all documentation should be submitted with an In-State Residency Application to the Office of Admissions. Students who disagree with the final decision may submit an appeal in writing to the Residency Appeals Committee. For more information or to receive a Residency Application, stop by or call the Office of Admissions at 615-353-3215.

Selective Service Requirements
1. Pursuant to federal law, every male who is between the ages of 18 and 26, and is a citizen of the United States or a resident of the United States must register with the Selective Service.
2. Notwithstanding the provisions of paragraph 1, the requirements to register shall not apply to any alien lawfully admitted to the United States as a non-immigrant, under Section 101(a)(15) of the Immigration and Nationality Act, as amended, for so long as he continues to maintain a lawful non-immigrant status in the United States.
3. Men who have previously served in the military must also meet this requirement.
4. If a student meeting the above age requirements has not registered for the Selective Service, that student must show proof of said registration by completing Selective Service Registration Form. *Forms may be obtained from the Office of Admissions.*

Advanced Standing

Students at Nashville State Community College may meet some course requirements for graduation through course waivers and substitutions; college transfer credit; credit by examination; the college-level examination program; advanced placement examinations; prior work experience; high school, career, and vocational education experience; and U.S. Military training and experience. Documentation of any of these alternate methods of meeting requirements must be filed in the Records Office prior to the beginning of the semester in which the student will graduate. If this documentation is not on file, the student's graduation date may be delayed.

College Transfer Credit

Credit may be awarded to transfer students when the following standards are met:

1. All previous college or university records are on file in the student's NSCC academic record.
2. The coursework transferred or accepted for credit toward an undergraduate degree must represent collegiate coursework relevant to the degree, with course content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in the institution's own undergraduate degree programs.
3. Credits earned more than six years prior to enrollment at NSCC are reviewed and evaluated by the appropriate department head and transfer credit/graduation analyst.
4. Courses are judged to be equivalent to those offered at NSCC and are required for the student's declared major.

If a student has earned credit for a course at a prior institution with fewer than the number of hours required for the equivalent course, credit may be given for that course if the material covered is sufficiently equivalent to the NSCC course. In all cases, a student must have earned a minimum of 60 semester hours to meet the graduation requirements for the Associate's degree. Grades earned at another institution are not used to compute a student's grade point average at NSCC.

College Board Advanced Placement Examinations

Students who complete College Board Advanced Placement Examinations with a score of 3.0 or higher may receive credit toward their program of study. Students take the Advanced Placement exams at their high schools. No fees are charged for awarding this credit. Official College Board AP exam scores should be submitted with the admissions application.

Advance Standing Credit Awards
For College Board
Advance Placement Examinations

AP Exam	NSCC Course	SH Credit
Art-History of Art	ART 1010-Art Appreciation	3
Biology	BIOL 1110-General Biology I and Lab	4
Chemistry	CHEM 1110-General Chemistry I and Lab	4
	CHEM 1120-General Chemistry II and Lab	4
Economics	ECON 1111-Macroeconomics	3
	ECON 1121-Microeconomics	3
English-Literature & Composition		
	ENGL 2010-Intro to Literature I	3
	ENGL 2020-Intro to Literature II	3
Environmental Science	BIOL 2115-Environmental Science	4
French-Language	FREN 1010-French I and	4
	FREN 1020-French II	4
German-Language	HUM 1999-Humanities Elective	3
Government and Politics		
	POLI 1111-Political Science	3
History-United States	HIST 2020-Survey of History II	3
Latin-Language	HUM 1999-Humanities Elective	3
Mathematics-Calculus-BC		
	MATH 1910-Calculus and Analytical Geometry I	4
	or	
	MATH 1920-Calculus and Analytical Geometry II	4
Mathematics-Statistics	MATH 1510 Probability/Statistics	3
Physics B	PHYS 2010 Non-Calculus Based Physics I and Lab	4
	PHYS 2020 Non-Calculus Based Physics II and Lab	4
Psychology	PSYC 1111-Introduction to Psychology	3
Spanish-Language	SPAN 1010-Spanish I	4
	SPAN 1020-Spanish II	4

College-Level Examination Program (CLEP)

CLEP is a program of "credit by examination" which offers individuals an opportunity to earn college credit without enrolling in specific college courses. College level competencies may have been acquired through personal reading, formal study, job experience, volunteer experience, correspondence courses, military training, or advanced high school courses.

CLEP exams are offered each Thursday morning (excluding holidays) at 9:00 a.m. in the NSCC Testing Center. Appointments should be made in advance.

Total Cost $65.00 per examination: CLEP charges $50.00 per exam and prefers it be charged to American Express, MasterCard, or Visa. NSCC charges $15.00 per exam for test administration and requires it be paid by check or money order.

For additional information, contact the Testing Center at 615-353-3564.

CLEP Examinations
With NSCC Course Equivalencies

GENERAL EXAMINATIONS	Minimum Acceptable Score	Credit Hours Awarded	NSCC Course Equivalencies
English Composition with Essay	420	3 - 6	ENGL 1010, 1020
Humanities	420	3 - 6	HUM elective
Mathematics, College	420	3 - 6	MATH elective (MATH 1110, 1610)
Natural Sciences	420	3 - 6	PSCI elective (PSCI 1010, 1020)
Social Sciences & History	420	3 - 6	SOC SCI elective
SUBJECT EXAMINATIONS COMPOSITION AND LITERATURE			
American Literature	46	3	ENGL 2110
Analyzing and Interpreting Literature	47	3 - 6	ENGL 2010 ENGL 2020 *Essay req'd
Composition, Freshman College	44	3 - 6	ENGL 1010; ENGL 1020 *Essay req'd
English Literature	46	3 - 6	ENGL 2010; ENGL 2020 *Essay req'd
FOREIGN LANGUAGES			
French–College Level 1 (two semesters)	39	4	FREN 1010
French–College Level 2 (two semesters)	45	8	FREN 1010; FREN 1020
German–College Level 1 (two semesters)	36	4	GERM 1010
German–College Level 2 (two semesters)	42	8	HUM Elective
Spanish–College Level 1 (two semesters)	45	4	SPAN 1010
Spanish–College Level 2 (two semesters)	50	8	SPAN 1010; SPAN 1020
SOCIAL SCIENCES AND HISTORY			
American Government	47	3	SOC SCI Elective
Introduction to Educational Psychology	47	3	SOC SCI Elective/ EDUC Elective/ SOC SCI elective
History of the United States I: Early Colonizations to 1877	47	3	HIST 2010
History of the United States II: 1865 to the Present	46	3	HIST 2020
Human Growth and Development	45	3	EDUC elective/ SOC SCI elective
Principles of Macroeconomics	44	3	ECON 1111
Principles of Microeconomics	41	3	ECON 1121
Introductory Psychology	47	3	PSYC 1111
Introductory Sociology	47	3	SOCI 1111
Western Civilization I: Ancient Near East to 1648	46	3	HIST 1110
Western Civilization II: Ancient Near East to 1648	47	3	HIST 1120
SCIENCE AND MATHEMATICS			
College Algebra	46	3	MATH 1710
College Algebra-Trigonometry	45	3	MATH 1710 or MATH 1720
General Biology	46	4	BIOL 1110
Calculus with Elementary Functions	41	4	MATH 1910
General Chemistry	47	3	CHEM 1110 & 1120 (not labs)
Trigonometry	50	3	MATH 1720
BUSINESS			
Principles of Accounting	45	4	ACCT 1104
Introductory Business Law	51	3	BUS 2600
Information Systems and Computer Application	52	3	CIS 1010
Principles of Management	46	3	BUS 2400
Principles of Marketing	50	3	MKT 2220

Professional Certification Exams

Students may receive advanced standing credit by successfully completing recognized professional certification exams. Official examination results should be submitted with the application for admission or to the Records Office if the exam is completed after the student has been admitted to NSCC.

Equivalencies for the Certified Professional Secretary Exam

Certified Professional Secretary Exam

OAD 1400	4
OAD 2400	4
OAD 2810	3
SOC 1999	3
Social Sciences Elective	3

Course Waivers and Substitutions

An advisor may recommend that a student request a course waiver if the student has had training or experience in a subject area. A course waiver is appropriate if the material has been mastered through means other than formal academic course work or in a course closely related to the course in question. A course substitution is appropriate only if material has been mastered through a similar course within the college or if co-op credit has been earned as defined in the college catalog. There is no fee for course waivers and substitutions. Course waivers may reduce the total credit hours or number of courses required for the degree or certificate, but in no case can the number of credit hours required for the Associate's degree be fewer than 60.

To process a course waiver or substitution, students should initiate the appropriate form through the Records Office. The department head and division head in the academic area in which the course is offered must approve the waiver or substitution.

Credit by Examination

Credit by Examination permits students to earn full credit for NSCC college-level courses through successful completion of comprehensive examinations.

To be eligible for Credit by Examination, a student:

1. must be currently enrolled in classes at NSCC,
2. must meet any prerequisite requirement established for the course for which the exam is requested,
3. may not pursue Credit by Examination where credit in an equivalent or more advanced course has been earned, for a course previously audited, or for a course successfully completed,
4. must apply for and complete the examination within seven calendar days beginning with the first day of class of the current term.

To apply for Credit by Examination, a student must obtain the Request for Credit by Examination form from the Records Office. The student must possess and demonstrate the requisite knowledge and skills for the course being challenged and receive the advisor's approval to take the exam. The student is to then submit the form to the Department Head responsible for the discipline of the exam requested. Permission to take the challenge examination may be denied if the advisor or Department Head determines that the student does not have a valid basis for the request. The decision of the Department Head is final.

Upon approval by the Department Head, the student must pay the $75.00 examination fee (non-refundable) to the Business Office and present the receipt to the instructor responsible for administering the exam.

For successful completion of Credit by Examination, a student must achieve a minimum of 75% on the examination. The credit will be recorded on the student's academic transcript as "Advanced Standing – Credit by Examination" and does not affect the student's GPA.

Students currently enrolled in the course for which they successfully complete Credit by Examination will be dropped from the course and receive full refund of payments related to the course.

Credit by Examination is limited to a maximum of 20 semester hours and does not apply toward residency requirements for graduation. Students intending to transfer should consult with the college or university to which they are applying about the transferability of Credit by Examination hours.

Credit for Prior Work Experience (Portfolio Assessment)

If students pursuing a degree or certificate have work experiences that have provided a background similar to that of a course in their major curriculum, they may request that the department responsible for the course evaluate the work experience for credit purposes. Students should provide the department with evidence of work performed, e.g., copies of drawings, reports, or other documents, which would verify the type of work performed and/or a letter from the employer verifying the time that they were employed and did perform the work. A maximum of 10 hours of credit can be obtained for prior documented work experience. If the work experience is adequate for credit, the department head will submit the necessary form for approval through the academic division administrator.

High School and Vocational Education Experience

A student who has high school, vocational, or other credit that may relate to the program of study being pursued at NSCC, may be eligible for advanced standing. NSCC has formal articulation agreements with many high schools that outline the possibilities of credit for work at the high school level.

The student must request review by the department head responsible for the course or courses that relate to the previous educational experience. This educational experience will be evaluated by the department head to determine if the experience provides mastery of 80 percent of the competencies contained in the course required in the student's major. A maximum of 21 semester credit hours may be earned through these experiences. The student must provide proper documentation, such as articulation application, high school transcript and/or documentation of the type of work performed in the course.

NSCC also has articulation agreements with the Tennessee Technology Centers at Nashville and Dickson. In addition to single course advanced standing, block credit transfer is also available under the General Technology A.A.S. degree program.

The National Program on Noncollegiate Sponsored Instruction (PONSI)

Credit may also be granted for appropriate educational experience listed in the Directory of the National Program on Noncollegiate Sponsored Instruction and in The National Guide to Educational Credit for Training Programs by the American Council on Education. If the educational experience is adequate for credit, the department head will submit the necessary form for approval through the academic division administrator.

U.S. Military Schools

Nashville State College recognizes and awards credit for military service schools in which the student has satisfactorily completed and for which NSCC has an equivalent course. The training is evaluated using the American Council on Education's Guide to the Evaluation of Educational Experiences in the Armed Services. If necessary, other recognized publications may be consulted in the evaluation of armed services schools. No more than 50 percent of the credit hours required to obtain an Associate's degree or certificate may be earned through military service schools.

The student must provide the Admissions Office the required documentation for the evaluation of military training.

Veterans' Benefits

Veterans and eligible dependents of veterans who wish to apply for educational benefits from the Veterans Administration (VA) should contact the Enrollment Management Services Office at 615-353-3211 to complete the necessary forms to receive VA benefits.

Students Transferring to Other Colleges and Universities

Nashville State Community College offers a wide variety of courses designed to transfer to a college or university. Students can complete the general education core required by four-year baccalaureate programs, which include courses in humanities, social sciences, mathematics, science, speech, and English. In addition to the Associate of Applied Science degree in technical/career programs, the Associate of Arts and Associate of Science degrees are also offered with a wide variety of Areas of Emphasis. Curriculum Guides provide a *suggested course of study* in each Area of Emphasis. Students must consult the catalog of their selected transfer institution, and contact an advisor for assistance in planning a selected Area of Emphasis.

Articulation

Nashville State Community College provides general education courses that enable students to transfer college credits to four-year colleges and universities. If a student decides to pursue a Bachelor's degree, Nashville State Community College provides a less expensive and more convenient first two years of college education. Many students attend for that reason. Currently, the following four-year universities have transfer agreements with Nashville State Community College:

- Austin Peay State University
- Belmont University
- David Lipscomb University
- East Tennessee State University
- Fisk University
- Middle Tennessee State University
- Murray State University
- Peabody at Vanderbilt University
- Tennessee State University
- Tennessee Technological University
- Trevecca Nazarene University
- The University of Alabama at Huntsville
- The University of Memphis
- The University of Tennessee at Knoxville
- The University of Tennessee at Martin
- Western Kentucky University

Nashville State

Business Procedures

and Financial Aid Information

Jonathan, *Graphic Design*

Q: What is your inspiration?
A: The truth is my inspiration.

Q: What is your life goal?
How is Nashville State helping you get there?
A: My goal in life is to succeed as an individual in everything I do. Nashville State is preparing me more for my future.

Q: In what situations do you see your current student experience being most beneficial to you in the future?
A: The skills I am learning in my Vis. Comm. classes are helping me with my freelance graphic arts work.

Q: How do you see your ideal work as more than a job?
A: Your ideal work is personal to you. It's something you love to do and it becomes a part of you.

Q: If you could sit down together for lunch with six people—dead or alive—who would they be?
A: Notorious B.I.G., Jimi Hendrix, Tupac, JFK, MLK, and Kurt Cobain

Nashville State ORIGINALS Student Stories

Nashville State Community College is a state-supported college and, therefore, maintains modest matriculation and incidental fees. Expenses are charged and payable by the semester, since each semester is a separate unit of operation. Registration is not complete until all required fees have been paid (which means all checks have cleared the bank), and students who have not met their financial obligations will not be admitted to classes. All payments are to be made by cash, check, or credit card (Visa or MasterCard) to the Business Office. If the student's employer pays fees, the employer must mail an authorization letter on company letterhead to the Business Office each semester indicating which fees they will pay and dollar limit (if applicable). Any fee waiver or fee discount forms must be turned in at the time of registration.

Business Office hours are 8:15 a.m.–6:30 p.m., Monday–Thursday; 8:15 a.m.–4:00 p.m. on Fridays; 8:15 a.m.–12:00 noon on the last working day of the month; and 8:15 a.m.–4:30 p.m. during semester breaks. Any changes will be posted at the Cashiers Office.

Tuition and Maintenance Fees

2002–03 in-state and out-of-state fee amounts:

Maintenance Fee/In-State Students (subject to change) – $68 per credit hour, maximum of $800 per semester

Tuition/Out-of-State Students (subject to change) – $275 per credit hour, maximum of $3,196 per semester in the academic year.

Age 65 and over or totally disabled – Residents of Tennessee (for credit enrollment):

Part time.....$34.00 per credit hour

Maximum .....$45.00 per semester

Summer semester fees are charged at the credit hour rates and have no maximum.

Enrollment without payment of the full maintenance fee will be subject to the availability of space in the class being requested.

CEU refer to Special Interest Courses Brochure

*Credit by Examination.....$75.00

*See page 24 for more information.

For more information, call 615-353-3310.

The above fees are subject to changes by policy of the Tennessee Board of Regents. Fee schedules are published as changes occur. Fee increases are enacted by the governing board and normally implemented for fall term.

Other Fees

Application Fee, non-refundable $5.00

Deferred Payment Service Fee.....$10.00

Deferred Payment Late Fees $25.00

Graduation Fee, per graduation ceremony, non-refundable $25.00

Late Registration Fee, non-refundable.....$10.00

Library materials overdue, per day.....$0.25

Video tapes, late return $25.00

Library materials lost or damaged .....replacement cost plus $10.00

Locker Fee, non-refundable $2.00

Motor Vehicle Registration Fee, campus parking, non-refundable annual fee per vehicle.....$10.00

Returned Check Fee $20.00

Technology Access Fees:
.....$5.00 per hour up to 11 hours
.....$62.50 at 12 hours

Traffic Violation Fees:
Violation, disabled parking $100.00
All other violations .....$10.00 per violation

For additional fee information, call 615-353-3310.

The above fees are subject to change by policy of the Tennessee Board of Regents. Fee schedules are published as changes occur.

Registration, maintenance, and tuition fees for the summer term will be the same as for the other two semesters. Fees for auditing a course will be the same as the fees paid if taking the course for credit. Enrollment as an audit will be subject to the availability of space in the class being requested. Students are classified as residents or non-residents for the purpose of assessing maintenance and tuition charges. The definition of residency as determined by the Tennessee Board of Regents will apply. Information about residence classification may be obtained from the Admissions or Records offices.

Senior Citizens and Students With Disabilities

For audit courses, no fee is required for persons who are totally disabled or who are 60 years of age or older. Enrollment will be subject to the availability of space in the class requested.

Persons 65 years of age or older who live in Tennessee or totally disabled persons may enroll for credit as special students for a fee equal to 50 percent of the semester hour rate, not to exceed a maximum of $45 per semester. Enrollment will be subject to the availability of space in the class requested.

An applicant who wishes to be admitted in one of these categories must submit the following:

1. A completed application for admission.
2. A five-dollar ($5) non-refundable application fee.
3. Proof of age or physician's certificate of total disability.

NOTE: Fees for Continuing Education Units (CEUs) are not waived or reduced.

State Employee Fee Waivers

Title 8, Chapter 50, Part 1 in Public Chapter 1047 of the 1990 Public Acts enables full-time employees of the State of Tennessee to be eligible for enrollment in one course per term at any state supported college or university without the payment of tuition charges, maintenance fees, debt service fees, student activity fees, or registration fees.

The following are rules that govern the use of this fee waiver type:

1. Fees are not waived for non-credit, CEU, or correspondence courses, application fees, or parking permits.
2. Enrollment is subject to space availability in the class selected. Registration is permitted only during the late registration process.
3. At the time of enrollment, the employee must have a completed state employee fee waiver form signed by his or her employer certifying that the applicant is a full-time employee with at least six months of continuous service.

Deferred Payment Program

All students owing a balance greater than $250 who are in good financial standing and with no outstanding balances from previous terms are eligible to participate in the deferred payment program. This program allows the student to defer payment of up to 50% of the maintenance fee, out-of-state tuition, and technology access fee into two monthly payments during the term. Fees can be deferred during fall and spring semester only. A deferral fee of $10 is assessed to defer costs of the program. Deferred payments that become delinquent are assessed a $25 penalty for each late payment. For more information, call 615-353-3300.

Refunds

Two changes in a student's status which may require a refund are: (1) changes in a full-time student's schedule which result in reclassification to part-time student status; and (2) a change in a part-time student's schedule which results in a class load of fewer hours. Other situations which may require a refund are dropping a course or courses, withdrawing from school, cancellation of a class by the college, or death of the student.

The following procedures will be followed in regard to refund of maintenance fees:

If Withdrawal Is:.....Refund Will Be:

After pre-registration but **before** the published first day of class.....100%*

For courses cancelled by the college.....100%*

On the first official day of classes through the 14th calendar day from the published first day of classes 75%

On the 15th calendar day from the published first day of classes through 25% of the semester calendar days (see school calendar).....25%

After 25% period 0%

All refund periods will be rounded up or down to the nearest whole day if necessary.

* A 100% refund will be provided on behalf of a student whose death occurs during the semester.
* A 100% refund will be provided to students who are compelled by the college to withdraw.
* A 100% refund will be provided, upon submission of required forms, to students absent from the college in excess of 30 days while on active military duty.

All refunds will be in the form of a check within three or four weeks after the Records Office has processed a Schedule Change Form.

If a student initially pays by Visa or Mastercard and wishes to have a credit processed to his/her credit card account, it should be so noted on the Schedule Change Form. A refund date will be established for each semester. Summer term refunds will be based on the above procedures with concentrated terms being prorated as a percentage of a regular term. No refunds will be made for Continuing Education Units (CEUs) unless the class is cancelled.

Returned Checks

There is a $20 charge for any check accepted by the college that is returned. When a stop payment is issued or a check is written on a closed account, it shall result in the administrative dismissal of the student. Returned checks that represent 50% down payment on deferred payment contracts will result in administrative dismissal if not redeemed within 10 days. A late fee of $10 will also be assessed for any returned check for registration fees, unless the student registered late initially.

Financial Aid

A variety of federal, state, and local financial aid programs are available to qualified students who might otherwise find it difficult or impossible to attend Nashville State Community College. Fair and equal consideration is given to applicants without regard to race, color, sex, national origin, religion, age, or disability. Students are encouraged to obtain *The Student Guide* from the Financial Aid Office. This free federal publication provides an excellent overview of federal programs and eligibility requirements. Helpful Web links are provided on the college's home page at *www.nscc.edu* Click on *Financial Aid*. Students may also inquire at the Financial Aid Office regarding individual circumstances that need to be considered when packaging financial aid.

Additional information concerning financial aid is available from:

Financial Aid Office
120 White Bridge Road
Nashville, TN 37209

Phone: 615-353-3250

Fax: 615-353-3202

Email: financial_aid@nscc.edu

Please note that the following information is subject to change and is based on federal regulations and institutional policies and procedures at the time of writing.

Federal/State Assistance

The College has several federal and state programs with a wide range of eligibility requirements available to students. These programs include the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Work-Study (FWS), Federal Subsidized and Unsubsidized Stafford Loans, Federal Parent Loan for Undergraduate Students (FPLUS), and Tennessee Student Assistance Award (TSAA). Even though the eligibility requirement may vary from program to program, there are a number of **general eligibility requirements** common to each.

1. Students must have "financial need" which is determined by subtracting the "expected family contribution" as determined by federal methodology from the "cost of attendance." Though the Federal Unsubsidized Stafford Loan and FPLUS are non-need-based loans, eligibility for need-based programs must first be determined before students can make application for these programs.
2. Students must be U.S. citizens or eligible non-citizens. Students in the U.S. on an F1 or F2 student visa, J1 or J2 exchange visitor visa, or a G series visa are not eligible for Title IV Programs.
3. Students must have a valid Social Security number.
4. Students must be enrolled as regular students in an eligible program of study.
5. Students must maintain satisfactory academic progress as measured by the Financial Aid Office. A copy of the "Standards of Satisfactory Academic Progress" is available at the Financial Aid Office.
6. Students must be registered with Selective Service (if applicable).
7. Students must have a high school diploma or GED.
8. Students cannot receive Title IV funds for more than the first 30 credit hours attempted in remedial and developmental classes.
9. Students cannot be in default on a student loan or owe a federal/state grant refund.

Application Process for Federal/State Programs:

Students who wish to be considered for federal/state financial aid assistance for the subsequent academic year must complete the Free Application for Federal Student Aid (FAFSA) each year. Students may submit a FAFSA application through the Web at *www.fafsa.ed.gov*. Doing so will reduce processing time by 7 to 14 days. When submitted on the Web, the FAFSA application is automatically edited, thus reducing mistakes. Students should include Nashville State Community College as a recipient of their information when completing Step 6 of the FAFSA. **Our institutional code number is 007534.**

Students are encouraged to file their federal tax return prior to completing the FAFSA. NSCC uses a priority filing date of May 1 when awarding FSEOG and FWS funds. Students will receive a Student Aid Report approximately four weeks after mailing a completed FAFSA. It should be reviewed for accuracy and corrections should be made as necessary. Some students may be selected for a process called verification. In such cases, a verification worksheet and applicable tax returns must also be provided. If corrections are needed to the Student Aid Report, the Financial Aid Office can make them electronically.

Information regarding s student's financial aid history is obtained through the National Student Loan Data System (NSLDS) when the Federal Central Processing System is processing the FAFSA. Financial Aid Office staff also view the NSLDS when processing files. Therefore, it is not necessary for students to obtain financial aid transcripts from prior colleges attended.

Students must also complete the NSCC Financial Aid Application and provide other information as requested by the Financial Aid Office. Failure to submit requested information in a timely manner may delay receipt of financial aid funds and/or preclude students from being considered for some financial aid programs.

We begin sending Financial Aid Award Notifications in May prior to the beginning of the new award year.

Sources of Federal/State Assistance

Federal Pell Grant: A need-based non-repayable grant for undergraduate students. Eligibility is based on the student's "expected family contribution," "cost of attendance," "enrollment status," and whether or not the student attends a full academic year. The maximum yearly grant for 2003–04 is expected to be $4,050. The minimum yearly grant is expected to be $400. Eligible students may receive this grant if enrolled in one or more credit hours.

Federal Supplemental Educational Opportunity Grant (FSEOG): A non-repayable grant to students with exceptional financial need. Priority is given to Federal Pell Grant recipients with the lowest "expected family contribution." Priority is also given to students who make application prior to May 1 preceding an award year. Average awards are $300 per semester. Funding is limited. Eligible students must be enrolled in one or more credit hours.

Tennessee Student Assistance Award (TSAA): A non-repayable grant to Tennessee residents whose "expected family contribution" is $1900 or less. Students must be enrolled in at least six credit hours. Priority is given to students whose FAFSA is processed by May 1 prior to the award year. The maximum yearly award for 2002–03 was $876.

Federal Work-Study: This program provides jobs for students who have financial need. Priority is given to students who make application prior to May 1 preceding an award year and have a minimum financial need of at least $1,000. Students work an average of 15 hours per week at a pay rate of $6.50 per hour. An average yearly award is $3,120. Funding is limited. Though most jobs are on campus, some jobs are available off campus in community service positions. A higher rate of pay is provided to assist with transportation expenses related to off-campus positions. Eligible students must be enrolled in one or more credit hours.

Federal Subsidized Stafford Loan: A need-based low-interest loan for eligible students enrolled in at least six credit hours. To be considered for loans, students must minimally complete the FAFSA, the NSCC Loan Information Worksheet, and the NSCC Financial Aid Application. Students must also provide any additional information as requested by the Financial Aid Office. Students must attend a pre-loan workshop and sign a Promissory Note each award year. Eligibility for a Federal Pell Grant must first be established. Maximum awards are based on financial need and whether the student is classified as a freshman or sophomore and whether a student is classified as dependent or independent. Students are also subject to annual and aggregate limits. Interest does not accrue while the student is in school. Repayment begins (as well as interest) six months after the student drops below half-time status. There are a number of deferment and forbearance options available to students. Refer to *The Student Guide* available in the Financial Aid Office. Students must attend an exit-loan workshop prior to graduation or at which point they otherwise plan to drop below half-time status.

Federal Unsubsidized Stafford Loan: A non-need-based low-interest loan for eligible students enrolled in at least six credit hours. To be considered for loans, students must complete the FAFSA, the NSCC Loan Information Worksheet, and NSCC Financial Aid Application. Students must also provide any additional information as requested by the Financial Aid Office. Students must attend a pre-loan workshop and sign a promissory note each award year. Eligibility for a Federal Pell Grant and Subsidized Stafford Loan must first be established. Maximum awards are based on whether the student is classified as a freshman or sophomore and whether the student is classified as dependent or independent. Students are also subject to annual and aggregate limits. Interest accrues while students are in school. Students have the option to make payments on the interest or to allow it to capitalize. Repayment begins six months after students drop below half-time enrollment status. There are a number of deferment and forbearance options available to students. Refer to *The Student Guide* available in the Financial Aid Office. Students must attend an exit-loan workshop prior to graduation or at which point they otherwise plan to drop below half-time status.

Federal Parent Loan for Undergraduate Students: This loan is for parents of dependent students. Students must complete the FAFSA and eligibility for the Federal Pell Grant and Federal Subsidized and Unsubsidized Stafford Loan must first be established. Maximum awards cannot exceed a student's cost of attendance less other financial aid received. Loan applications may be obtained from the Financial Aid Office or from a bank, credit union, or savings and loan association. Eligible students must be enrolled in at least six credit hours.

Understanding the NSCC Financial Aid Notification

We begin sending Financial Aid Award Notifications in approximately mid-May prior to each award year. The Financial Aid Notification will include an assessment of "need" for financial aid. The following example illustrates such an assessment for a dependent student living with parent(s) or relative(s) during the 2002–03 academic year. It should be noted that the cost of registration fees during the 2002–03 academic year (total for two semesters) for a full-time, in-state student was $1,725 including the technology access fee. The average allowance for books and supplies for the same period was $800.

- Cost of Attendance*.....$6,327

(less)Expected Family Contribution 200

Need for Financial Aid $6,127

* The cost of attendance includes an allowance for registration fees, books and supplies, transportation, room and board, and other personal and miscellaneous expenses.

Based on the example, the student might have received the following type of financial assistance:

Federal Pell Grant $3,850

Federal Supplemental Education Grant 600

Tennessee Student Assistance Award 852

Total Award $5,302

It should be noted that in this example, the student received an amount of financial assistance that exceeded the amount needed for the direct educational cost of registration fees and books and supplies. The balance could be used for other education related expenses. Based on the student's unmet need of $825 ($6,127 "need" less $5,302 total award), the student could receive additional assistance via student loans, scholarships, Federal Work-Study, etc. A letter of explanation will be sent with the Financial Aid Notification, which contains further details regarding awards.

Payment of Registration Fees and Books/Supplies

You should submit all documents necessary to complete your financial aid file prior to a month before the semester you wish to attend. Otherwise, you should expect a delay in our ability to provide financial aid assistance. In such cases, it may be necessary for you to pay your registration fees through your own resources. Once your financial aid file is complete, we will assist you based on your eligibility for federal/state/institutional funds.

Students are allowed to defer payment of registration fees at the point of registration if their financial aid files are complete and if their Federal Pell Grant, FSEOG, TSAA, and scholarship awards are sufficient to cover these costs. If students are only eligible to receive a student loan, they may be granted a "special deferment" of payment of registration fees pending receipt of student loan proceeds. Students must contact the Financial Aid Office to obtain a "special deferment." Otherwise, unless students have another third-party source of financial assistance such as WIA or Vocational Rehabilitation, they should be prepared to pay their registration fees at the point they register. **Students should be prepared to purchase books and supplies.**

Disbursement of Federal/ State Funds

If students' Federal Pell Grant, FSEOG, TSAA, and scholarship awards exceed the amount owed for registration fees, they will receive a residual check approximately four weeks into the semester at our cashiers office. Enrollment status (assumed attendance status) at the point payment is authorized by the Financial Aid Office will determine the amount of the award. Example: If a student is enrolled in 12 credit hours on the first day of class but subsequently drops to nine credit hours prior to authorization for payment, the Financial Aid Office will authorize payment based on nine credit hours. If a student totally withdraws from classes prior to picking up the residual check, it will be canceled and refunded back to the appropriate Title IV account(s). A revised residual check will be issued to the student if appropriate.

Student loan proceeds will be disbursed on or after the first day of class each semester. As an exception, federal law specifies that first-year, first-time borrowers cannot receive their first disbursement until after 30 days into the payment period. All loan proceeds are disbursed in at least two payments. Students must be attending at least six credit hours at the time they receive their student loan proceeds. Students who are employed in the Federal Work-Study Program are paid every two weeks. It should be noted that if a student unofficially withdraws from class (quits attending) and it is later discovered that Title IV funds were paid to the student for credit hours the student was not attending at the point Title IV funds were authorized to the student's account, an overpayment may exist. In such cases, the student will be billed for the overpayment.

Overpayments

Overpayments occur for several reasons. In some cases, students receive financial aid assistance in an amount that exceeds their "need" for financial aid. In other cases, students are inadvertently overpaid Federal Pell Grant funds. No matter what the reason, overpayments must be resolved. In most cases, the college is able to resolve overpayments by reducing awards for subsequent semesters during the same award year. The Financial Aid Office will notify the student of an amount that must be repaid to a specific program. If the overpayment cannot be resolved by reducing subsequent awards during the same award year, students will be required to make immediate repayment. If the overpayment is due to student error, and if the student fails to repay the overpayment, the student will be ineligible for future financial aid assistance at all post-secondary schools. If the error is a result of fraud, it will be reported to the Office of the Inspector General. If the overpayment is a result of institutional error and if the student has not made repayment by the close of the award year, the college will be responsible for making the repayment. In such cases, the college will then bill the student and will place a "hold" on future registration. It should be noted that if a student unofficially withdraws from class (quits attending) and it is later discovered that Title IV funds were paid to the student for credit hours the student was not attending at the point Title IV funds were authorized to the student's account, an overpayment may exist. In such cases, the student will be billed for the overpayment.

Return of Title IV Funds

Title IV recipients who partially withdraw from classes through the official withdrawal process on or after the first day of class may be eligible for a maintenance fee/tuition refund based on NSCC's refund policy. Title IV recipients are allowed to receive such refunds except in cases when they totally withdraw (officially or unofficially) from classes.

Effective with the Fall Semester of 2000, NSCC implemented new policy and procedures related to Return of Title IV Funds as required by the Higher Education Amendments of 1998 (34 CFR Part 668.22). This new policy replaced our prior Refund/Repayment Policy. A copy of our new policy and procedure is available in the Financial Aid Office. It should be noted that this new policy is only applicable to Title IV recipients. The NSCC refund policy as stated in the college catalog is applicable to non-Title IV recipients.

In brief, if a Title IV recipient totally withdraws (officially or unofficially) from classes on or before the sixty percent point of the semester based on the calendar days within the semester, a calculation will be performed via our Return of Title IV Funds Policy and Procedure. The calculation will include a determination of the student's last date of attendance, required registration fees, the total amount of Title IV assistance received, the percentage of Title IV assistance earned, the amount of Title IV assistance earned, the percentage of Title IV assistance that was unearned, and the amount of Title IV assistance that was unearned. The following example is reflective of a student who totally withdrew at the 40% point of the semester.

Institutional charges are estimated for the purpose of this example.

Institutional Charges: $700

Title IV aid for the Period: $3,000

*Amount of Title IV applied to account $700

Amount of Title IV refunded to student $2,300

Percentage Earned: 40%

Amount Earned: $1,200

Percentage Unearned: 60%

Amount Unearned: $1,800

**It is assumed that Title IV assistance paid the student's account even when institutional charges were paid by cash or another non-Title IV source of assistance.*

Using this scenario, the college would be required to refund $420 (60% of $700) back to Title IV programs, first to loans and then to grants (as applicable). The student would be required to repay $1,380 (60% of $2,300) back to Title IV programs. The following qualifiers to the amount the student must repay should be noted. If the amount owed by the student could be applied to the remainder owed to loans disbursed during the period, the student would not be required to make immediate repayment but would follow the normal repayment process related to the loans. If the amount owed by the student is greater than the remainder owed to loans disbursed during the period, the student would be required to make repayment to federal grant programs. However, as related to federal grants, the student is only required to make payment of 50% owed to the federal grant programs. If, in this example, the entire $3,000 of Title IV aid for the Period was through the Federal Pell Grant, the student would only be required to repay 50% of $1,380 ($690) to the Federal Pell Grant. Within 45 days of notice, the student must make full payment of the amount owed to federal grants. Otherwise, the college will report the overpayment to the Department of Education (ED) and the student will be required to make payment arrangements with ED before being eligible to receive future Title IV assistance at any school.

Financial Aid Standards for Satisfactory Academic Progress

Student Requirements:
Federal and state regulations require students to achieve "satisfactory academic progress" in order to maintain eligibility for Title IV financial aid programs. The following "standards" are for financial aid purposes and neither replace or override NSCC academic policies. These "standards" are effective beginning with the Fall Semester of 1994. Students who failed to maintain "satisfactory academic progress" prior to the Fall Semester of 1994 based on previous "standards" may re-establish eligibility according to our new "standards". Effective with the 1994–95 academic year, the Financial Aid Office will review measurements "A" and "B" for financial aid recipients *at the end of each spring semester.* Measurement "C" will be reviewed at the end of each semester. The following measurements apply, whether or not a student receives financial aid.

Qualitative Measurement:
Students are required to have reached a specific cumulative grade point average upon completion of the following number of credit hours as reviewed at the end of each Spring Semester. Transfer credit hours are not included in this measurement.

NSCC UJ Quality Hours:	Cumulative Grade Point Average:
0 – 14	—
14.1 – 26	1.0
26.1 – 40	1.4
40.1 – 48	1.7
48.1 – 56	1.9
56.1 +	2.0

Quantitative Measurement:

Students enrolled during a given Fall/Spring semester must earn a passing grade (A,B,C,D) in a minimum of 9 credit hours if enrolled full-time (12 or more credit hours); 6 credit hours if enrolled three-quarter-time (9-11 credit hours); and 3 credit hours if enrolled half-time (6-8 credit hours). There is no requirement for less-than-half-time enrollment status. Grade values other than a passing grade, such as "W", "I", "X", "F", "WF" and "AU" count against the student. At the end of each Spring semester, the credit hours attempted/ required during the preceding Fall/Spring semesters will be reviewed.

Example: A student enrolled in 12 credit hours during the Fall semester and 9 credit hours during the Spring semester must earn a passing grade in at least 15 credit hours during the two semesters combined.

Maximum Time Frame:
If enrolled in an Associate's degree program, students must complete their program of study within 100 credit hours attempted, whether or not financial aid was received for all attempted hours. *If enrolled in a certificate program which meets requirements for Title IV assistance,* students must complete their program within 150% of published length of program.

An additional 30 attempted credit hours is allowed for remedial/developmental classes. Transfer credit hours that apply to the student's program of study or to remedial/developmental classes are included in this measurement.

Re-establishing Eligibility for Financial Aid:
Students who do not meet measurements "A" and/or "B" and thus become ineligible for financial aid, may re-establish their eligibility by enrolling in a minimum of six credit hours during a subsequent semester at their own expense and meeting the above standards. Students should contact the Financial Aid Office at which point they meet the above requirements.

Right to Appeal:
Students who become ineligible to receive financial aid due to failure to meet the above measurements (A, B, or C) may submit a letter of appeal to the Director of Financial Aid if *extenuating circumstances* precluded them from meeting these standards. *Documentation* should also be provided to substantiate the reason of appeal.

Special Note:
Scholarships and other third party sources of financial aid may have individual guidelines regarding satisfactory academic progress. Please refer to the guidelines of the particular scholarship or third party source of aid you are receiving.

Scholarships

The information regarding scholarships is presented in a brief manner and is subject to change. Students are encouraged to contact the Financial Aid Office for complete guidelines and applications. The number of awards in each category is contingent upon funding.

Academic Service Scholarship: This scholarship is awarded to Tennessee residents who are classified as full-time students. First-year students must graduate with at least a 2.9 high school grade point average. The priority date to make application is March 1, preceding each award year. Further priority will be made in the following sequence: (a) Renewal applications and incoming high school graduates, and (b) currently enrolled or transfer students not presently receiving this scholarship at NSCC.

After March 1, all eligible applicants will be considered based on the date of application. The amount of the scholarship will be equal to required registration fees (maintenance fee and technology access fee). Recipients are required to work 75 hours per semester on campus.

Bennie R. Jones Memorial Scholarship: This is a need-based scholarship in the amount of $500 to be awarded to a deserving student from Warren County, Tennessee.

Lisa Sheucraft Roberts Scholarship: This scholarship is awarded to a single parent enrolled full time in a CIS or Business Technologies major. Applicants must have completed at least 12 credit hours and maintained a minimal 3.0 grade point average within their program of study. The priority date to make application is March 1 preceding each award year. The scholarship will cover required in-state registration fees. If a student is receiving financial assistance, which is designated for required registration fees, the applicant is not eligible. If a student is receiving partial assistance, the student is only allowed to receive an amount which is sufficient to cover the balance owed for required registration fees. Two students are given awards each year.

Minority Scholarship: This scholarship is awarded to African-American students. The priority application date is March 1 preceding each award year. Students are required to complete the Free Application for Federal Student Aid. Since funds are limited, preference is given to students who do not qualify for the Federal Pell Grant. Awards will cover required registration fees (maintenance fee and technology access fee) based on the student's enrollment status at the rate of in-state assessment.

Nashville State Architectural Engineering Technology Scholarship: This scholarship is awarded to a student enrolled in the Architectural Engineering Technology Associate's degree program. Applicants must have completed at least 12 credit hours (including remedial/development credits) at Nashville State Community College and be enrolled in a minimum of 12 credit hours during the semester for which the scholarship is awarded. Transfer hours are not included. Applicants must have a cumulative grade point average of 3.0 or better (including remedial/development credits). The priority date to make application is March 1 preceding each award year. One applicant is selected each year to receive $100 during the fall semester.

Nashville State Environmental Scholarship: The priority date for making application is in March 1 preceding each award year. Applicants must be enrolled at least half-time status in an Associate's degree program. Depending upon the applicant's enrollment status, there is an on-campus work obligation ranging from 45 to 75 hours per semester related to an environmental activity. The amount of the scholarship is equivalent to in-state registration fees.

Nashville Tech Foundation Scholarship: Applicants must be enrolled at least half-time in an Associate's degree or technical certificate program. Applicants must have already completed at least six credit hours at NSCC in college-level courses with a minimum 2.0 G.P.A (inclusive of remedial & developmental classes). Applicants must complete the FAFSA and must have an EFC beyond Federal Pell Grant range. Applicants must also have a need for financial aid assistance as measured by the Financial Aid Office. Recipients will receive an award of $800 ($400 per semester). The priority date to make application for the scholarship is March 1 preceding each award year. The Nashville Tech Foundation provides funding for this scholarship. For more information, visit the Nashville Tech Foundation Website at *www.nscc.edu/foundation.*

Nashville Tech Foundation Culinary Scholarship: Applicants must be enrolled full-time in the Culinary Arts Program at NSCC. Applicants must have completed at least 24 credit hours of college coursework with a 2.5 G.P.A. of which at least 11 credit hours must have been completed within the Culinary Science Program at the college. Applicants must have completed 10 or more hours in community service as related to culinary science through a charitable or professional non-profit organization. The scholarship will cover required in-state registration fees. The priority date to make application for the scholarship is March 1 preceding each award year.

Nashville Tech Foundation Presidential Scholarship: Applicants must be incoming freshmen from high school and must be enrolled full-time at NSCC in an Associate's degree program. Applicants must have graduated from high school with a minimal 3.0 G.P.A. and must have a minimal ACT composite of 24 or a minimal SAT combined verbal and math score of 1120. Letters of recommendation and a statement of educational and career goals are also required. The scholarship will cover required in-state registration fees (maintenance fee and technology access fee) and $400 per semester allowance for books/supplies. If recipients maintain eligibility requirements, the scholarship is automatically renewed up to a total of five semesters (excluding summer sessions) or until an Associate's degree is earned, whichever comes first. The priority date to make application for the scholarship is March 1 preceding each award year.

Funding for this scholarship is provided by the Nashville Tech Foundation. For more information, visit the Nashville Tech Foundation website at *www.nscc.edu/foundation* or go to the section in this catalog titled "Funding the Future."

Business Services

Vehicle Registration and Parking

All privately owned and/or operated vehicles used on campus by students and staff must be registered in the Security Office (Room A-70A) and must bear an official registration decal for which there is an annual charge of $10. The vehicle registration decal may be displayed on a vehicle by the owner or driver in such a manner that it will be clearly visible from the rear of the vehicle. Vehicles so registered must be parked as directed. Students should park in the designated lot and park each vehicle so that it is headed into the parking place with the decal exposed to the traffic lanes. No vehicles are to be parked in the road or on the shoulders of the road. Any vehicle improperly parked may be towed away at the owner's expense. The speed limit on campus is 15 m.p.h. Pedestrians are entitled to the right of way but should exercise caution and courtesy so as not to impede the orderly flow of traffic. Special parking areas are provided for students with disabilities. Disabled parking is governed by the laws of the State of Tennessee. Parking for students enrolled in special courses will be regulated as specified in the course announcement.

Appeal Process

1. Traffic fines:
   a. Traffic fines may be appealed to the Traffic Committee.
   b. Appeal forms may be obtained from Security in Room A-70A.
   c. For detailed information, refer to the Traffic & Parking Regulations brochure.
2. Other fees, charges, refunds:
   a. Appeals must be in written form and addressed to the Dean of Students.
   b. Forms are available in the Office of the Vice President of Finance and Administrative Services, room W-35.
   c. The Vice President of Finance and Administrative Services will prepare a written response to the appeal. If the response is negative, the reason will be so stated.

NSCC Bookstore

The Nashville State Community College Bookstore is located in A-47 and is operated under the auspices of the college for the convenience of the students. The Bookstore carries all required textbooks and an assortment of student supplies, health and beauty aids, clothing, general reading materials, and emblematic items.

Textbooks are selected and approved by the teaching staff. Since the cost of books and supplies varies from one program of study to another and from semester to semester, only the average costs can be included in this catalog. The average cost of books and supplies is approximately $300-$450 per year, depending upon the program of study. The majority of book and supply costs will be incurred during the fall semester. In courses requiring special equipment and supplies, additional costs must be added.

The Bookstore accepts cash, personal checks, or company checks (accompanied by a letter of introduction on company letterhead) made payable to CBA (College Bookstores of America), American Express, VISA, MasterCard, and Discover. There is a $20 charge for any check accepted by the Bookstore that is returned, in addition to the face value of the check. Students with returned checks will not be permitted to make additional purchases until the checks are redeemed.

If a class is cancelled, the full new purchase price of a book is refundable through the first two weeks of classes provided: (1) no markings have been made in the book; and (2) the cancel slip and sales receipt are presented when the refund is requested. (See "Return Policy" below.)

The Bookstore's normal hours of operation are:
Monday–Thursday:..... 7:30 a.m.–6:30 p.m.
Friday: .....7:30 a.m.–Noon
When students are not present, the hours are:
Monday–Friday:..... 7:30 a.m.–4:30 p.m.
Changes in Bookstore hours will be posted on its door.

Bookstore Return Policy

The Bookstore's policy on returns includes the following:

1. Only clean, unmarked, and unread books in new condition may be returned for the full price. The Bookstore Manager is the final judge on the condition of a book.
2. Books may be returned for any reason during the first 10 days of class upon presentation of the Bookstore cash register receipt. After the first 10 days of classes, all books returned to the Bookstore will be purchased at the Missouri Book Service's catalog price. The Bookstore Manager will be the final judge on any special cases. Refunds are made in cash for returned items originally purchased in cash or by check after 10 days. Items purchased by credit card are credited to the credit card account. Items NOT accompanied by a Bookstore cash register receipt are not eligible for cash refunds.
3. Books that have markings in them, or which show signs of wear or damage, are classified as USED books and will be purchased according to the "Textbook Buy-Back" policy below.
4. Defective textbooks and supplies may be returned for REPLACEMENT upon presentation of the defective item and the cash register receipt.

Textbook Buy-Back Policy

During final exam week of each semester, the Bookstore conducts a textbook buy-back. The Bookstore will pay 50% of the retail price of a book if it has been adopted for the following semester, and the Bookstore is not over-stocked on the title. If the book is NOT scheduled for use the following semester, the purchase price will be limited to the wholesale value of the book as listed in the "Used Book Wholesaler's Buying Guide" from the Nebraska Book Company (NBC). Books are bought back throughout the year, but at a price considerably lower than the semester's end price cited above, as set by the NBC "Used Book Wholesaler's Buying Guide."

Nashville State

Student Records

and Registration Procedures

Nashville State ORIGINALS Student Stories

Amy, *Surgical Tech*

Q: Who is your inspiration?
A: The Lord is my inspiration in all I do.

Q: What is your career goal? How is Nashville State helping you get there?
A: My career goal is to go back later and finish nursing school. The First Assistant Surgical Technology program has made a way for me to enter into the surgical setting.

Q: In what situations do you see your current student experience being most beneficial to you in the future?
A: The clinic and lab time have been extremely beneficial. The hand-on learning experience will definitely help me in the future.

Q: How do you see your ideal work as more than a job?
A: Doing what you love makes your ideal work more than just a job. I love being involved in helping to heal people. Being in surgical technology has accomplished this goal and desire.

Q: If you could sit down together for lunch with six people—dead or alive—who would they be?
A: Tom Hanks, Abraham Lincoln, George Washington, Harrison Ford, my grandfather, and close friend Kenny Staton

Registration Information

The printed schedule of courses contains the necessary information for registration. Nashville State Community College provides early registration via the phone and Web. New students are encouraged to attend early registration through our new student orientation. A student may not be allowed to register unless admission requirements have been met, and no student is officially enrolled until all enrollment requirements are met. (This includes the payment of fees.) Students who received a waiver of admission requirements during their first term of enrollment cannot register for subsequent semesters until all admission requirements have been met.

Official Registration

Official Registration is held at the beginning of each semester (see Academic Calendar). Payment of fees is required at the time of official registration. If a student has not paid fees by the end of the day of registration, he/she will automatically be removed from his/her classes. Former students having not attended for one academic year must apply for readmission prior to registration. The minimum load for full time attendance is 12 credit hours.

Official Enrollment

Students are officially enrolled when all assessed fees have been paid. Cash, checks, credit cards, federal financial aid, deferred payment program and commitments from outside agencies are acceptable means of payment. Credit is granted only to those students officially enrolled. Students officially enrolled for classes they do not attend or stop attending and do not officially drop or withdraw from the class will receive a "WF".

If any of the following occurs, students will be placed on registration hold:

1. They owe fees or other charges to the Business Office.
2. They are on academic suspension from previous attendance.
3. They owe reimbursement to the financial aid program.
4. They fail to submit all required admission documents.
5. They fail to complete a financial aid exit interview.
6. They have overdue library books or materials.
7. They have not removed high school unit deficiencies within the allotted time.
8. They owe traffic fines.
9. They are subject to previous disciplinary action taken by the college. The proper action must be taken as prescribed, or the Dean of Students should be contacted before students may be considered for readmission.

Late Registration

A period of late registration is held each semester on the day or days immediately following the Official Registration Day. (See Academic Calendar) A late registration fee will apply and if all fees are not paid by the end of the day of late registration, the student will automatically be administratively removed from scheduled classes.

Course Cancellations

At Nashville State Community College, any scheduled class may be cancelled. It is the responsibility of the department canceling the class to notify those students involved. Refunds will be distributed to those students whose course load drops below 12 semester hours. Students receiving financial aid may need to add a class to maintain eligibility for financial assistance. Failure to do so could result in the student owing a repayment of a federal grant or, if the student falls below six semester hours, being ineligible for a student loan.

Change of Registration Drop/Add

A student desiring to add or drop a course must do so by the drop/add deadlines listed in the Academic Calendar in the front of this catalog. Courses dropped through the fourteenth calendar day of each semester will not be entered on the student's permanent record. Courses dropped after this period will be entered on the permanent record and assigned a grade of "W".

If a student stops attending class without officially dropping the class, the student will receive a failing grade "WF". Drop/add forms are available in the Records Office.

Drop/adds may be initiated by the college for changes resulting from cancelled classes, section splits, balancing enrollment in sections of the same courses, and any computer entry error that is deemed beyond the student's control.

Waiver of Prerequisites

Under special circumstances, a student may be permitted to waive a prerequisite and take a course out of sequence. Approval to waive a prerequisite shall be the responsibility of the faculty advisor or discipline department chair. Waiver, as used here, simply means a change in the order in which the courses will be taken. The student must complete all courses required in the curriculum.

Withdrawing from the College

A student desiring to withdraw from the college (reduce the total hours carried to zero) must secure the required signatures of approval as indicated on the "Drop/Add/Withdrawal Form" obtained from the Records Office. The last day to withdraw from the college is listed in the Academic Calendar. Normally, this is the 50th day that classes meet. Students enrolled in Continuing Education special interest courses that are not in sequence with the academic term will be informed of the established withdrawal date during the first class meeting. A student withdrawing after the official published withdrawal date will receive an F in the course unless there is documented evidence of extreme personal hardship or such mitigating circumstances as the following:

1. Injury or illness as verified by the student's personal physician.
2. Death in the family or other severe personal hardships as verified by the student's parents, minister, physician, etc.
3. Change in employment status (work schedule) as verified by the student's employer, if no other class is available.
4. Job relocation as verified by the student's employer.

Such exceptions to the withdrawal policy must be approved by the student's instructor and the Vice President for Academic Affairs.

A student has not officially withdrawn until the student submits the required form to the Records Office. If for any reason a student stops attending class and does not officially withdraw from the college, he or she will receive a grade of "WF" in the course.

Department of Veterans Affairs (DVA) regulations allow veterans to withdraw from class or the college until the last day of unrestricted change (last day to add classes). Withdrawals beyond this date may result in overpayment with the veteran being responsible for repayment to the DVA.

Administrative Withdrawal

An administrative withdrawal is a grading standard in which a student may be withdrawn from class by his/her instructor for non-attendance and/or violation of the instructor's stated attendance policy. Students receive a grade of "WF," withdrawn failure. A "WF" counts as attempted semester hours and carries zero quality points per semester hour. The following standards will be followed in administering this grade standard:

1. Students earn a "WF" grade in one of two ways: (a) when a student has missed class for two consecutive weeks without contacting the instructor, the instructor must report the non-attendance immediately to the Records Office by using the proper form and assign a grade of "WF" for the course; (b) when a student has violated the instructor's stated attendance policy a grade of "WF" will be submitted to the Records Office. This grade may be assigned anytime during the semester and applies to both day and evening students.
2. Faculty will indicate administrative withdrawal, "WF" on the proper designated form and will note the last date of attendance by the student. The form will be sent to the Records Office for posting and distribution.

Attendance Policy

A student is expected to attend all scheduled classes and laboratories. Each faculty member will formulate an attendance policy and provide it on the course syllabus. Absences are counted from the first scheduled meeting of the class, and it is the responsibility of each student to know the attendance policy of each instructor. Absences and tardiness in a course may affect a student's final grade. Prior to any absence, the student should, if possible, inform the instructor. The student is responsible for all material covered and assigned in the course regardless of absences.

A student who misses class for two consecutive weeks without contacting the instructor or who violates the instructor's stated attendance policy will be administratively withdrawn from the course and given a grade of "WF."

Final Exams

Final exams are customarily held in all subjects at the end of each semester. Dates for the final exam period are listed in front of the catalog. A schedule for the final examination period is published during each semester. Absence from an examination without permission from the instructor may result in a failing grade for the course.

Confidentiality of Student Records

Nashville State Community College works in compliance with the Family Educational Rights and Privacy Act of 1974, as amended to protect the confidentiality of personally identifiable educational records of students and former students. Students have the right to inspect and review information contained in their educational records, to challenge the contents of their educational records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if the decision of the hearing panel is unacceptable.

"Directory information" concerning students is treated as public information and may be released to outside parties unless otherwise requested by the student. A student who desires ***not*** to have any or all directory information released must complete the appropriate form within the first 45 days of the semester in the Records Office. The request shall remain in effect unless or until revoked by the student.

"Directory information" includes: Student name, address, telephone number, date and place of birth, major field of study, e-mail address, participation in recognized activities, dates of attendance, full-time/part-time status, degrees and awards received, and the most recent educational institution attended by the student and photographs.

Graduating/transferring students desiring non-disclosure after leaving Nashville State Community College must complete the request prior to the end of their last term. The request for non-disclosure will remain in effect until revoked by the student.

Students' rights are outlined in the Nashville State Community College Student Handbook.

Change of Name or Address

The Records Office should be informed of all changes in the student's legal name, place of residence, mailing address, and telephone number. The college is not responsible for a student not receiving official information, if the student failed to notify the college of any of the changes stated above.

Campus-Wide ID (CWID) Number

The Student Identification Number is a randomly selected 8 digit number that has been created for students, faculty, and staff to protect an individual's social security number. The CWID is used by students to log in to POWER (Web for Students) to access grades and to register. A student is still required to disclose their SSN when they apply to the college on the application form. This SSN is immediately converted to a CWID number for privacy. If, at the time of application, a student wishes not to disclose the SSN, the institution will assign a unique SSN for the student's use. Please note that if the student expects to receive federal and/or state financial assistance, the student may be required to disclose their SSN.

Personal Identification Number (PIN)

A student's personal identification number is used for verification purposes. The most common use is for access to the POWER registration system. Other process require the use of a student's PIN, such as, Transcript requests, etc. For more information or assistance using, resetting, or obtaining a PIN, please contact the Records Office at 615-353-3216.

Transcript of Academic Record

The Records Office maintains permanent academic records for each student. All transcript requests must be in writing; therefore, no telephone request will be honored. Faxed requests with required information, student signature, and copy of picture ID are acceptable. Transcript requests received via E-mail/Internet will be honored if the student PIN is included with the request. Official transcripts will be sent directly to another educational institution or business and unofficial (student) copies are issued to students and advisors. In all cases, obligations to the college must be fulfilled before a transcript will be issued.

Normally, transcripts will be sent within 24–48 hours after receiving the request from a student. Students may obtain up to five free copies of their transcripts. Additional transcripts will cost $3 each. Proper identification will be requested for all transcript requests made in person.

Student records are maintained for academic purposes. The materials therein allow the college to validate a student's academic performance. All requests to review a student's record require the student's written authorization, except as provided by the Family Educational Rights and Privacy Act of 1974, as amended. With the student's permission, copies of student records are available for $1 for the first page and $0.50 for each additional page.

Student Right to Know Policy

Information about graduation rates of Nashville State Community College students is available from the Office of Institutional Research. The college complies with the Student-Right-to-Know legislation.

Statement of Critical Outcomes

A Nashville State Community College education plays a vital role in preparing students for the workplace, family life, and community involvement. This preparation requires more than the specialized expertise specific to a particular technical field. Therefore, courses in arts and sciences as well as courses in the specialized areas stress the importance of problem-solving, critical thinking, interpersonal skills, communication, flexibility, and adaptability.

The arts and sciences courses at Nashville State Community College satisfy English, humanities, social sciences, and mathematics/ natural sciences requirements for Associates' degrees. These courses also prepare students for transfer to other colleges and universities and for personal growth and lifelong learning.

The general education curriculum prepares students to:

1. Apply critical thinking skills to problem solving in all aspects of life.
2. Communicate effectively through reading, writing, speaking, and listening.
3. Understand major concepts and principles of social sciences, mathematics, natural sciences, and humanities.
4. Understand their own culture and other cultures and be able to establish positive relationships with individuals who have different ethnic and racial identities.
5. Analyze, use, and adapt to changing technology and its impact on the individual, society, and natural environment.

Preparation for a career encompasses both technology and general education knowledge; Nashville State Community College supports the rationale that general education focuses on application of knowledge and skills with particular emphasis on equipping adults for productive, satisfying and challenging careers. Integrating these Foundation Skills into the specialized courses at Nashville State Community College allows the NSCC graduate to possess the Workplace Competencies needed for quality job performance.

The arts and sciences and technologies curricula reinforce each other to assure that students acquire the following competencies recommended by the Secretary of Labor 1992 SCANS (Secretary's Commission on Achieving Necessary Skills) Report of Recommendations for Workplace Competencies. These include the ability to use:

1. ***Resources:*** time, money materials, facilities, and human resources with an emphasis on high quality and in accordance with ethical principles.
2. ***Interpersonal Communication:*** skills which contribute to group and team work, teach others, provide leadership, and work successfully with diverse people.
3. ***Information:*** acquiring, organizing and evaluating data, interpreting and communicating information, and utilizing computers to process information.
4. ***Systems:*** social, organizational, and technological systems to monitor and continually improve the performance of the system and of individuals.
5. ***Technologies:*** selection of appropriate equipment and tools, applying technology appropriately, and maintaining and troubleshooting technical equipment.

Associate's Degrees and Certificate Requirements

It is the student's responsibility to insure that all requirements for graduation are met. Students pursuing an Associate's degree or technical/academic certificate must satisfy the general and specific requirements as outlined below. No student will be issued a degree or certificate until all debts and obligations to the college have been satisfied.

Catalog Option: A student's program requirements are determined by the catalog in effect the term the student is initially admitted into the degree or certificate program. If a student elects to change programs, or to change to a different area of concentration within a major, the requirements of the catalog currently in effect at the time of the change will apply. Any student may elect to graduate in accordance with the requirements of a catalog published after the student's initial program catalog. However, the student must declare the option for change of catalog no later than the deadline for filing his/her Intent to Graduate. A student who does not remain active and re-applies for admission into a program will be subject to the catalog in effect at the time of re-application.

Credit Hours: The unit of credit at Nashville State Community College is the semester credit hour (SCH). A minimum of 750 minutes of classroom instruction (excluding registration and final exams) is required per SCH. For one SCH of credit, the average student will complete three hours of work each week throughout a semester of approximately 15 weeks. This work includes class time and out-of-class assignments.

Non-instruction credit is recorded in continuing education units (CEUs). One CEU requires 10 contact hours of participation in an organized continuing education experience under qualified instruction.

All candidates for an Associate's degree must complete a minimum of 60 semester hours to be eligible for the degree. The credits received by transferring courses from another institution may be counted to meet this requirement of 60 semester hours. Credit hours earned in remedial or developmental courses cannot be used to satisfy the minimum credit hour requirement.

Classification of Students. A student who has completed fewer than 30 credit hours shall be classified as a freshman. A sophomore must have completed 30 or more hours of college-level course work or a combination of course work and transfer credit.

Minimum Residency Requirement: For an Associate's degree the last 20 credit hours preceding graduation must be completed at Nashville State Community College. For the technical certificate, the last nine credit hours preceding graduation must be completed at the college.

Requests for Academic Waiver: Students who wish to request a waiver or exception to any academic regulation or requirement must submit the request in writing to the Vice President of Academic Affairs.

Academic Fresh Start: Any person who has not been enrolled in a college or university for a period of four years and who, upon re-enrolling or transferring to Nashville State Community College, completes 15 semester hours of degree course work, and maintains a minimum 2.0 QPA/GPA, may petition for "Academic Fresh Start" through the Records Office. This allows the calculation of the quality point average and credit hours toward graduation to be based only on work done after returning to college. Once the above requirements have been satisfied, the student may be awarded Academic Fresh Start. The student may only be granted this status once. Upon granting the Fresh Start, the student will forfeit the use of any degree credit including transfer credit earned prior to the four-year separation.

The student's transcript will note that the Academic Fresh Start was made and the date of the Academic 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."

A student who plans to transfer to another college should contact that institution to determine the impact of Academic Fresh Start prior to implementing the program at Nashville State Community College.

Grade Point Average

The academic standing of a student is expressed in terms of a quality point average (QPA)/grade point average (GPA). When a course is completed, the number of grade points earned is determined by multiplying the credit hours earned for that course by the grade points assigned to the letter grade earned. The quality point average/grade point average is determined by dividing the total number of quality points/grade points earned by the total number of credit hours, which the student attempted except for credit hours in courses from which the student withdraws in good standing or for courses which are not considered when determining the QPA/GPA.

The following are the assigned quality point/grade point values for letter grades: A – 4 quality points, B – 3 quality points, C – 2 quality points, D – 1 quality point, and F – 0 quality points.

Example:

3 hrs. course completed with grade A:
3 x 4 = 12 quality/grade points earned

5 hrs. course completed with grade C:
5 x 2 = 10 quality/grade points earned

1 hr. course completed with grade B:
1 x 3 = 3 quality/grade points earned

4 hrs. course completed with grade B:
4 x 3 = 12 quality/grade points earned

3 hrs. course completed with grade F:
3 x 0 = 0 quality/grade points earned
37 quality/grade points earned
for 16 hours taken

In the example given:
QPA/GPA = 37 ÷ 16 (hour taken)
= 2.31 (no hours repeated)

Two pairs of grade point averages are calculated:

1. a "college only" GPA – a cumulative and term comprised of only college level coursework and
2. "combined" GPA – a cumulative and term comprised of both college level courses and remedial/developmental courses.

The "college only" GPA is used in

1. calculating the required cumulative GPA/QPA for graduation,
2. determining graduation honors, and
3. determining term honors.

The "combined" GPA is used in

1. determining suspension and probation,
2. determining financial aid eligibility.

Repeating Courses

For the purpose of raising a grade point average, a student may only repeat a course in which the previous grade earned is "C" or lower. The Vice President of Academic Affairs must approve any exception to this before the student registers to repeat the course. When a course is attempted one or two times, only the last grade earned is used in the calculation of the student's quality/grade point average. If a student attempts a course more than twice, (three attempts) the grade earned in the third and subsequent attempts will be used in calculating the QPA/GPA. The credit hours earned by repeating a course will be counted only one time in the cumulative total hours earned. In all instances, the last grade earned is used to determine whether the student meets graduation requirements.

Grading System

The following grading system is used at Nashville State Community College:

Grade		Quality Points/Grade Points Values per Semester Credit Hour
A	Superior	4
B	Excellent	3
C	Average	2
D*	Passing, but below average	1
F	Failure	0
WF	Failure for non-attendance; Administratively withdrawn	0

A "WF" is a grading standard in which a student may be withdrawn from class by his/her instructor for non-attendance and/or violation of the instructor's stated attendance policy. A "WF" counts as attempted semester hours and carries zero quality points per semester hour. The following standards will be followed in administering this grade type:

1. Students earn a "WF" grade in one or two ways (a) when a student has missed class for two consecutive weeks without contacting the instructor. The instructor must complete the appropriate form to assign a "WF" and report the non-attendance immediately to the Records Office; (b) when a student has violated the instructor's stated attendance policy a "WF" will be submitted to the Records Office. This grade may be assigned anytime during the semester and applies to both day and evening students.
2. Faculty must also note "last day of attendance" for the student in addition to the "WF" grade assigned on the form prior to forwarding to the Records Office for processing.

***This grade not used for any remedial or developmental course.**

Other marks which may appear on the grade report and/or transcripts are as follows:

W Withdrawal – withdrawal from course initiated by the student.

I Incomplete – The "I" indicates that the student has not completed all of the course work due to such extenuating circumstances as personal illness, death in the family, or other justifiable reasons. The "I" must be removed within four weeks from the published date of registration of the following semester or a grade of "F" is entered on the permanent records. The deadlines for removal are in the Records Office and listed on Academic Calendars found in the catalog and all printed schedules.

X Continuation – The "X" indicates the student attempted a remedial or developmental course, but progress was not sufficient to warrant a grade. It carries no connotation of failure. It indicates the student, upon the advice of the instructor, should register for the same course and take more time to earn a grade. The "X" grade is restricted to use in the R/D courses. An overall maximum of 15 semester hours of "X" is allowed. Veterans who are receiving educational benefits cannot be awarded an "X" grade in any course.

S Satisfactory

U Unsatisfactory

AU Audit (see requirements for auditing a course on page 19 of catalog).

PF The grades of "P" and "F" are used with the Pass/Fail grading option. The "P" is not used in computing the grade point average. When a "P" is assigned, the hours earned are increased, but total hours attempted and quality points earned are not affected. The "F" is used in computing the grade point average by including the number of hours of the course in the hours attempted total and including zero grade points in the grade points earned.

Grades of "W", "I", "X", "S", "U", and "AU" have no grade point value and are not used in computing grade point average. Final grades of "A", "B", "C", "F" or "WF" are given in remedial and developmental studies only.

Grade Appeals

A student who believes that an error has been made in the grade assigned for a given course has 30 days after the end of the semester in which the grade was earned to request a review of the grade in question. A student must first confer with the instructor. If the problem cannot be resolved, the student may initiate the appeal procedure. All appeals should be submitted in writing to the Dean of Students.

Dean's List

Degree-seeking students who achieve a term QPA/GPA of at least 3.5 during any semester in which they are at least part-time (six hours) will be listed on the Dean's List based on college-level course work.

Retention Standards

Associate Degree Programs
The minimum quality/grade point average to achieve the Associate degree is 2.0. To establish a measure of academic standing, a table of minimum retention standards has been established. The table below describes minimum cumulative grade point average required for the credit hours attempted and is designed to serve as a guide to students who fall below the 2.0 cumulative grade point average.

A student who fails during any term to attain a cumulative grade point average at or above the level indicated in the table for the credit hours attempted will be placed on academic probation for the subsequent term. At the end of the next term of enrollment, a student on academic probation who has failed to attain either a cumulative grade point average at or above the cumulative standard given in the table or a 2.0 grade point average for that term will be suspended.

Semester Hours Attempted:	Minimum Cumulative GPA:
0 - 14	—
14.1 - 26	1.0
26.1 - 40	1.4
40.1 - 48	1.7
48.1 - 56	1.9
56.1 and above	2.0

Academic/Technical Certificate Programs
The minimum cumulative quality/grade point average required to receive a Certificate of Credit is 2.0. The table below describes minimum retention standards for Certificate of Credit programs in terms of the minimum cumulative quality/grade point average required for credit hours attempted.

A student who fails during any term to attain a cumulative grade point average at or above the level indicated in the table for the credit hours attempted will be placed on academic probation for the subsequent term. At the end of the next term of enrollment, a student on academic probation who has failed to attain either a cumulative grade point average at or above the cumulative standard given in the table or a 2.00 grade point average for that term will be suspended.

Semester Hours Attempted:	Minimum Cumulative GPA:
00.1 - 08.0	1.5
0.90 - 16.0	1.75
17.0 - 24.0	2.0

Academic Probation and Suspension

Academic probation and suspension is based on the college's retention standards as described previously. The summer term is not counted as a term of suspension.

Upon returning from a suspension, the student will be on probationary status and must attend an Academic Counseling session through the Advising Services prior to registering for courses. The student will remain on probationary status until the minimum acceptable cumulative QPA is achieved. The student must receive a 2.0 term QPA or higher for each term while on probation. The student who fails to meet retention standards for a second time will be suspended for one calendar year.

Course Load

A part-time student carries an academic load of fewer than 12 credit hours. Twelve or more credit hours is considered full-time for certification purposes for veterans benefits, vocational rehabilitation, and other benefit programs. The maximum load for a student is 21 credit hours. When a student wishes to register for more than 21 credit hours, the approval of the faculty advisor or academic department head is required.

Academic Action Appeals

A student may appeal an academic action if he/she believes extenuating circumstances or unusual hardship affected his or her ability to achieve the minimum academic standard. A written appeal must be submitted to the Registrar within seven days of receiving the notice of suspension. The appeal must outline the reasons for the request in addition to submitting any supporting documentation. The Academic Review Committee will review the appeal and make a final determination regarding the action. The Registrar will notify the student of the Committee's decision.

Students receiving Veterans Education benefits will not be certified to the Department of Veterans Affairs if enrollment is based on a second consecutive waiver of Academic Suspension.

Course Waivers and Substitutions

When there is sufficient need to change a program of study outlined in the catalog for a student to be able to graduate, a course requirement waiver and/or substitution may be processed. Course waivers and/or substitutions are determined by and require approval by the academic department head and division head.

The completed course waiver or substitution form must be submitted to the Records Office for processing. All approved waivers and/or substitutions will be applied to the student's academic program of study. There is no fee for course waivers or substitutions.

Graduation Requirements

Nashville State Community College awards the Associate of Applied Science (A.A.S.), the Associate of Arts (A.A., University Parallel), and Associate of Science (A.S., University Parallel) degrees. An academic or technical certificate may be awarded to students who complete approved programs of study. The College operates on the semester system, with the standard academic year consisting of two terms of 16 weeks each.

At Nashville State Community College, students are allowed to graduate or receive certificates by the catalog under which they entered, the catalog in effect when a change of major form is filed, or any subsequent catalog, provided the catalog containing the program is not more than six years old based on the date of completion of graduation requirements.

To obtain a degree or certificate, students must satisfactorily complete the general requirements established by the college and specific requirements of each applicable program of study. To be eligible for graduation, the student must submit an *"Intent to Graduate"* form to the Records Office and complete the following steps.

1. Complete a minimum of 60 semester hours required for the Associate's degree and the appropriate number of hours required for a certificate. Credits received by transferring courses from another institution may be counted to meet the 60-hour requirement but will not be included in the GPA. Credit hours earned in remedial or developmental courses *are not counted to satisfy the minimum hour requirement.*
2. Earn a minimum GPA of 2.0 ("C" average in all collegiate level courses.)
3. Fulfill all courses required for the program as outlined in the applicable college catalog, with the last 20 hours preceding graduation being completed at Nashville State Community College.
4. Complete and file an *"Intent to Graduate"* form by the appropriate deadline. The deadline is posted in the Records Office, in the Academic Calendar found in the college catalog, the printed schedule of classes, and the student handbook. Once you have completed your intent form, the Graduation Analyst will notify you as to your graduation status. **It is the responsibility of the student to meet the deadline for filing the intent to graduate form.** A student who fails to apply for a degree or technical/academic certificate by the posted deadline must wait until the next degree-conferring period to be awarded the degree or certificate. Students who do not complete all requirements by the graduation term indicated on their Intent to Graduation form must file an *Update to Intent to Graduate* in the Records Office for re-evaluation and extension of registration eligibility.
5. Pay a non-refundable $25 graduation fee in the Business Office prior to the graduation ceremony. The fee includes the cost of the diploma, cover, cap, and gown.
6. All students are required to complete competency examinations (Exit Exams) designed to measure general education achievement prior to graduation. In addition, some students majoring in career programs may be required to take competency tests applicable to the chosen major for the purpose of evaluation of academic programs. Unless otherwise provided for in an individual program, no minimum score or level of achievement on these tests is required in graduation. Check with your faculty advisor in regards to minimum scores that may be required for licensure, certification, or specific degree majors. In order to comply fully with this provision, students must authorize the release of their scores to the College.

The graduation ceremony is held at the end of Spring semester each year. Students who have completed all degree requirements and those who will complete degree requirements in the summer term of the current year will be allowed to participate in the graduation ceremony. Those who will not complete degree requirements until the fall term must wait until the following spring to take part in the graduation ceremony.

Graduation Honors

Candidates for the Associate's degree or academic/technical certificate who attain a final 3.5-3.74 cumulative grade point average will be graduated with **Honors**; candidates who attain a final 3.75-4.0 cumulative grade point average will be graduated with **Highest Honors**.

Completion of a Second Major

Students who have completed an Associate's degree at Nashville State Community College may earn a second major by completing all requirements for the additional major that have not already been fulfilled by the initial Associate's degree. A Certification of Completion will be awarded to students completing a second major.

To receive the certificate, the student must submit Intent to Complete a Second Major form to the Records Office by the end of the first week of classes of the term in which the student intends to complete all requirements.

A student may earn, simultaneously or consecutively, multiple degrees only when the majors completed lead to different degrees (one leads to the A.A.S. and the other to the A.S.). All requirements for both degrees must be met.

Honors Program

The Honors Program offers highly motivated students the opportunity to pursue studies in English composition, literature, history, ethics, psychology, sociology, and speech in a stimulating environment that encourages intellectual growth.

The Honors Program is open to new and currently enrolled students. First-semester freshmen should have satisfactory ACT/SAT scores. Returning or continuing students must have completed 12 hours with a GPA of 3.0 or higher. A written recommendation by a high school or college teacher or counselor is also acceptable. All applicants must submit an application form including a writing sample and may be asked to participate in an interview with an honors committee representative. For more information and an application form, contact the English department at 615-353-3531.

Catalog Scope and Limits

The course offerings and requirements of the college are continually under examination and revision. This catalog presents the offerings and requirements in effect at the time of publication, but there is no guarantee they will not be changed or revoked. However, adequate and reasonable notice will be given to students affected by any changes. This catalog is not intended to state contractual terms and does not constitute a contract between the student and the college.

The college 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 college. The enrollment of all students is subject to these conditions. Current information may be obtained from the following sources: Admission Requirements–Student Services Center, Course Offerings–Department or Division Offering the Course, Degree Requirements–Records Office and Tuition–Business Office.

Nashville State Community College provides the opportunity for students to increase their knowledge by providing programs of instruction in the various disciplines through faculty who 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 upon application of appropriate study techniques to any course or program. Thus, Nashville State Community College must necessarily limit representation of student preparedness in any field of study to that competency demonstrated at that specific point in time at which appropriate academic measurements were taken to certify course or program completion.

College Liability

Nashville State Community College is not responsible for bodily harm and/or death to participants in any voluntary organizations or activities, including activities in which risk is incurred. Nashville State Community College, as an agency of the State of Tennessee, is not liable for claims resulting from injury and/or death incurred in such participation. Members of college faculty and staff may not be held liable unless personal negligence occurs.

Rights and Responsibilities of Nashville State Community College

The college shall have such rights and responsibilities as are necessary and desirable for the college to achieve its purposes. The Tennessee Board of Regents specifically confirms the following rights to the college:

1. To establish regulations concerning the use and abuse of college property and to assess students with claims of damage of such abuse.
2. To withhold grades and transcripts of credit until all claims have been paid.
3. To dismiss, in the absence of specific regulations, any student, at any time, for cause deemed by the college to be in the best interest of the student's emotional or physical safety or the well-being of the college community.

4. To establish standards of conduct and manners on the campus within range of convention of good taste.
5. To establish traffic regulations on campus, provide for registration of all vehicles using the campus, and enforce such regulations as established.
6. To supervise the scheduling of meetings and activities of student organizations.

This list is not all-inclusive and in no way limits the rights, responsibilities, and authority the college now has. It simply describes some of the rights, responsibilities, and authority which have been vested in it.

Security Procedures

Nashville State Community College makes available to all students information relative to the NSCC security policies and procedures. Upon request, crime statistics and policies may be obtained by contacting the Chief of Security. In the event any student should require the services of security personnel, officers are on duty 24 hours a day to ensure the safety and security of both students and campus facilities. The Security Office is located in A-70A, adjacent to the campus bookstore. Information about on-campus crime rates is available on request from the Security Office.

Student Appeals or Grievances

There is a procedure to handle bona fide student grievances and appeals. Normally, grievances and appeals are appropriate when a student has experienced discrimination, violation of constitutional rights, or violation of policy. Information about the procedure is available in the college Student Handbook or from the Dean of Students at 615-353-3268.

Student Code of Conduct

Nashville State Community College students are citizens of the community and are expected to maintain acceptable standards of conduct. Admission to Nashville State Community College carries with it privileges and responsibilities. The Tennessee Board of Regents has authorized institutions under its jurisdiction to take action as may be necessary to maintain campus conditions and preserve the integrity of the institution and its educational environment.

In an effort to provide a secure and stimulating atmosphere, Nashville State Community College has developed a Student Code of Conduct which is contained in the Nashville State Community College Student Handbook. The *Student Code of Conduct* is intended to govern student conduct on the campus of Nashville State Community College.

Additionally, students are subject to all local, state, and national laws and ordinances. Should a student violate such laws or ordinances in a manner which adversely affects the institution's pursuit of its educational objectives, the college may enforce its own regulations regardless of any proceedings instituted by other authorities. Conversely, violation of any section of the *Code of Conduct* may subject a student to disciplinary measures by the institution whether or not such conduct is simultaneously a violation of local, state, or national laws.

Generally, through appropriate due process procedures, institutional disciplinary measures shall be imposed for conduct which adversely affects the institution's pursuit of educational objectives, which violates or exhibits a disregard for the rights of other members of the academic community, or which endangers property or persons on college or college-controlled property.

When students are unable to pursue their academic work effectively, when their behavior is disruptive to the educational process of the college or detrimental to themselves or others, they may voluntarily withdraw, be involuntarily withdrawn, or be temporarily suspended from the college. Disruptive or detrimental behavior may, for example, be due to drug and/or alcohol abuse, apparent physical disturbance, and/or psychological disturbance.

Statement of Values

Policy on Sexual Orientation

It is the policy of Nashville State Community College that neither its students nor its employees shall be discriminated against on the basis of those individuals' sexual orientation. Such a policy helps ensure that only relevant factors are considered and that equitable and consistent standards of conduct and performance will be applied.

A student who has an academic complaint involving discrimination based on his or her sexual orientation should contact the Office of the Dean of Students. Any individual who has an employment discrimination complaint based upon his or her sexual orientation should contact the College's EEO/AA Compliance Officer.

Kevin, *Computer Technology*

Q: Who is your inspiration?
A: God is my biggest inspiration. He makes no mistakes and watches over us all at the same time.

Q: What is your career or life goal? How is NSCC helping you get there?
A: I plan on graduating and leaving the state of Tennessee. One way NSCC is helping me to make this move is by broadening my knowledge of different ages, races, and cultures. Nashville State has a diverse student population.

Q: In what situation do you see your current student experience being most beneficial to you in the future?
A: By attending a college with small classes, I am able to get more one-on-one time with my professors.

Q: How do you see your ideal work as more than a job?
A: Just completing a regular day is more than enough.

Q: If you could sit down together for lunch with six people—dead or alive—who would they be?
A: Zora Neale Hurston, Langston Hughes, Martin Luther King, Jr., Denzel Washington, Sinbad, and Moses

Nashville State ORIGINALS Student Stories

Nashville State

Academic
and Student Services

Jessica, *Visual Communications*

Q: What is your career goal?
How is Nashville State helping you get there?

A: My career goal is getting a good graphic design job and becoming very successful at it. My sister is also going into graphic design, so we see in our future possibly our own graphic design business. A big obstacle that is standing in my way is competition. Nashville State is preparing me for the future because it has been training me with the skills I need to become a proficient graphic designer.

Q: What is your favorite past time?

A: I love to spend time with my family and friends as much as I can because they will always be the most important aspects of my life. I also enjoy with a passion photography, music, traveling, and martial arts.

Q: What classes would you recommend to future students?

A: I think Type Concepts with Priscilla Nash has been my favorite class of all. Psychology with Tammy Ruff is a very enjoyful class that I would recommend to everyone because you learn so many useful facts of knowledge that everyone should know. I have really enjoyed the Isshin-Ryu Karate classes here as well. Jeanne Altstatt is superb teacher.

Q: What is your vision of your life after graduation?

A: Like I said in my goals, I hope to obtain a wonderful job in my field of study and become very successful at it. "LIVE FAST, DIE FUN!"

Student Services

The purpose of the Student Services division is to provide comprehensive student services that will assist students in achieving educational objectives and enable students in developing relationships and experiences that promote intellectual, social, and emotional growth.

Student Services is organized into departments to serve the needs of students outside the classroom. Students should become familiar with opportunities that these offices provide and should develop an educational plan that includes solid academic preparation, student activities, and social and professional organizations.

Academic Advising Policy

Students must personally assume the responsibility for completing all requirements established by the college for their degrees or certificates. A student's advisor may not assume these responsibilities. Any substitution, waiver, or exemption from any established requirement or academic standard may be accomplished only with appropriate approval.

Trained advisors are active participants in the academic, career, and life-planning services of the college. Advisors are also available to assist students on an individual basis with problems and challenges that arise while they are enrolled in college.

All first-time freshmen are advised in the Student Services Center for the first semester.

After the first semester of enrollment, students are assigned a faculty advisor. Students should meet with faculty advisors each semester before registering for classes.

Registration Procedures

Students may register for classes by registering online using POWER. To access POWER, go to NSCC's home page, *www.nscc.edu*.

Registration dates for fall, spring, and summer semesters are published in the academic calendar located at the front of this catalog. Students are strongly encouraged to register during early registration and to follow these procedures:

1. All new and re-admit students must complete an Application for Admission or Re-Admission and submit proper credentials. All new students are encouraged to attend an orientation session. Placement testing is required of all new or re-admit degree seeking students. The Test is administered by the Testing Center in the Kisber Library Building. Students **should** contact their advisor **prior** to registration each term. **Registration is not complete until fees have been paid.** Deadline dates for paying fees are published in semester schedules.
2. The first day of classes is noted in the Academic Calendar. Students are strongly encouraged to purchase books and materials and be prepared to begin class work on the first day of classes.

Orientation

Before the fall and spring terms, new students should attend one of several orientation programs. We offer academic advising, financial aid, tutoring, career services, scholarships, and assistance for persons with disabilities. Information regarding New Student Orientation is available in the Student Services Center. All incoming degree-seeking students are strongly encouraged to attend. Students will be introduced to new student advising staff and student orientation leaders. Those who attend will receive informational sessions, a campus tour, and be able to register for classes.

Developmental Studies Placement

The Tennessee Board of Regents, which governs all the State's community colleges and its universities except the UT system, requires that students first show that they have high school level skills before enrolling in college-level courses. Placement assessments are administered to entering students to determine whether they need developmental courses. Depending on the student's placement tests scores, ACT scores, high school courses completed and/or any other relevant information, a student will be placed appropriately. After completing the final developmental studies course, required by the placement assessment, students may proceed to college-level courses.

Developmental Studies courses cover basic skills in reading, writing, and math. Learning Strategies placement is required for students who are placed in two remedial and/or developmental courses. Any student who wishes to challenge his or her placement in any discipline should see the Registrar (D-7) to discuss options.

Once enrolled, the student must complete any Developmental Studies course with a "C" or better. Students should refer to course syllabi to review withdrawal policies from any developmental studies course.

English as a Second Language (ESL)

Students who speak English as a second language may receive special assistance in the Learning Center and from full-time ESL specialists on staff. Special remedial courses provide non-native speakers with the language skills they need to be successful in college and the workplace.

Student Disability Services (SDS)

Student Disability Services provides assistance to students with documented physical, emotional, or learning disabilities. The SDS personnel assist eligible students with academic planning and registration and serve as a liaison between students and faculty. The SDS personnel also assist in tutoring, testing, and securing appropriate technology as needed for students. For further information, contact the Disabilities Coordinator, Emily Elliott at 615-353-3592 in the Student Services Center, D-13A.

Workforce Investment Act (WIA)

The Workforce Investment Act is designed to provide economically disadvantaged individuals the skills they need to retain gainful employment. Business, government, labor groups, and schools work together to provide vocational skills to individuals out of work, who earn low incomes, or are dislocated workers needing to update their skills for the changing job market. The college participates with eligible students in this program. Should you desire more information about the WIA Program, contact Priscilla Tibbs at 615-353-3246, office D-9 in the Student Services Building for the name of your local certifying agency.
The grant applies to Associate's degrees, technical certificate programs, career advancement certificates, and non-credit classes.

Kisber Library

The library facilitates learning and research for Nashville State students, staff, and faculty. Fully automated, the Kisber Library features an online catalog, ebook collections, and periodical databases. It has an extensive collection of books, periodicals, and audio-visual materials. There is also space for private and group study. Materials not available at the NSCC Kisber Library can be borrowed through Interlibrary Loan. Students and staff needing off-campus access to electronic databases should contact the library for the current semester's passwords. The Kisber Library also provides media for instructors to use in their classrooms. The Kisber Library is open to the public, although children must be accompanied by an adult.

Kisber Library hours are as follows during fall and spring semesters:

Monday – Thursday	7:45 AM – 8 PM
Friday	7:45 AM – 4:30 PM
Saturday	9:00 AM – 2 PM

Students will need a Nashville State picture ID to check out materials. IDs are made in the Open Lab, C-308-A.

For further information, contact the Library staff at 353-3555.

The Testing Center

Housed in the Library, the Testing Center provides multiple services to students, faculty, and staff. It supports the Tennessee Board of Regents' admission requirements by providing assessment testing for students enrolling in the college. The following placement tests are administered:

ACT Residual	$25.00 Fee
ACT Compass	$4.00 Fee

Additionally, the Testing Center administers a variety of exams for different departments on campus. The Testing Center includes classroom make-up exams, Web and video exams, end-of program assessments, and exams for students enrolled in Regents Online Degree Programs. The CLEP exam is also offered to students who are attempting to substitute lifelong learning skills or professional training for regular level course work. The Testing Center Hours are:

Monday–Thursday.....8:00 a.m.–7:30 p.m.

Friday.....8:00 a.m.–4:30 p.m.

Saturday.....9:00 a.m.–2:00 p.m.

Saturday testing is for video and Web exams only during the semester.

Children are *not allowed* in the Testing Center.

The Learning Center

The Learning Center, located inside the Library, offers all NSCC students free, drop-in academic assistance with courses in which they are currently enrolled at the college. Services include access to computers for Internet research, e-mail, tutorials in course content, and software applications used in classes. In addition, tutors are available to help in many subjects, especially mathematics and writing. For further information contact Carol Frye at 615-353-3551.

Children are *not allowed* in the Learning Center.

Housing

The college does not have residence halls. Therefore, it is recommended that the student begin efforts to obtain housing at an early date. Any student needing assistance in securing housing may contact the Student Services Center at 615-353-3261.

Instructional Resources Center

The IRC provides training for faculty, especially in the use of technology in the classroom. Both group and individual training is available in WebCT, development of instructor Web pages, and use of software, such as Respondus, Camtasia, and Impatica. For more information, contact Linda Lyle at 353-3432.

Student Activities

Nashville State has honor, social, and professional clubs. Students are encouraged to participate in these organizations and activities. Charters of all organizations are on file in the office of the Dean of Students. Any organization not chartered is not recognized as part of the college community. The organization and administration of student activities is a function of the office of the Dean of Students.

Student Government Association
(Student Participation in Campus Decision-Making)
The Student Government Association represents the student body at Nashville State. The SGA serves the vital role of liaison between the campus administration and the student body. A designated member of the SGA is a member of the Nashville State Executive Committee, which is the policy-making committee of the college.

The SGA is charged with the responsibility of communicating the ideas and opinions of the student body at-large to the administration of the college. Members of the SGA are elected by popular vote and serve for a term of one year. The SGA office is located in the Kisber Library Building, K-101.

All standing committees at the college include a student representative. It is the responsibility of each standing committee chair to appoint, with the President's approval, a student representative to each campus committee.

Student Life Council
The purpose of the Student Life Council is to promote cooperation and communication among student organizations. The Council consists of faculty, staff, and a representative from each active student organization.

Student Publications
The Falcon, the college newspaper of Nashville State, is edited and published by students during the year for the purpose of informing students and staff of pertinent upcoming events, to provide students with an expression of opinions and views, and to increase student awareness of campus life. There is a faculty advisor to the college newspaper.

Tetrahedra is an independent nonprofit journal published annually by Nashville State. The journal recognizes the artistic talents of the college community through the publication of selected poems, short fiction, and essays and promotes the humanities at the college. Current students, alumni, staff, and faculty are encouraged to submit manuscripts for publication to this journal.

All publications produced by students at Nashville State may serve as forums for expression of ideas concerning issues and events of interest. Views expressed in the publications are not necessarily the views of the student body as a whole, the college, or the Tennessee Board of Regents.

Jason, *Visual Communications*

Q: What is the most important thing you have learned so far here at NSCC?
A: Small schools can have as vast a diversity of people as large universities.

Q: What one piece of advice would you give an incoming NSCC student?
A: Have a positive attitude toward your classes no matter how meaningless they may seem. You will always learn something.

Q: What student tasks do you find are the most difficult to execute? What helps you overcome the difficulty?
A: Keeping a good attitude throughout the semester is tough. Discipline is the key to staying focused.

Q: What student services have helped you succeed in your course of studies?
A: Having the computer room available for use on papers and quick reference material has been helpful. Also, the Career Employment Center can help students with job prospects.

Q: If you could've been "ring side" at or participated in any event in history, what would it have been?
A: The Apollo Mission to the moon. I have always wanted to be an astronaut and walk on the moon or any planet, for that matter.

Nashville State

Community
and Economic Development

Alex, *Photography*

Q: What classes would you recommend to future students?
A: I would recommend any course that a student finds interesting. Nashville State has something for just about everyone—especially the technology fields.

Q: What is your career or life goals? How is Nashville State helping you get there?
A: My career goal was to be an asset to my employer and be able to retire early. My life goal, among others, is to be a school-trained photographer. My first goal has been realized, and I am well on the way to the second. Nashville State has helped by being one of, if not, the best school for photography in the state, with top notch instructors.

Q: What student tasks do you find are the most difficult to execute? What helps you overcome the difficulty?
A: I haven't found any tasks that were very difficult to execute. Any difficulties I've had, have been overcome with help both from teachers and students. The staff is also very willing to help me and other students.

Q: What is a "perfect day" for you?
A: A perfect school day for me would be for me to have completed my assignments, studied so that I can participate in class, and be able to help another student in some way.

Community Education Center

Each semester the Community Education Center offers more than 150 special interest courses for professional and personal development. These courses are designed primarily to assist in preparing individuals for new employment opportunities or to help change the skills of those employed. These college-level courses are not part of a Nashville State degree or certificate program, and some courses are offered as CEUs. Most of these courses are offered on a regular basis in phase with our semester schedule: Fall, Spring, and Summer. Most courses are offered in the evening and meet one night per week; however, there are some day sections offered.

Typical course topics include:

Accounting
AutoCAD
Banjo
Basic Blueprint Reading
Building Codes
Carpentry
Construction Estimating
Creative Writing
Financial Planning
Floral Design
GED Preparation
Guitar
Home Maintenance
Introduction to Microcomputers
Introduction to Wall Street
Keyboarding
Microsoft Access®
Microsoft Excel®
Microsoft Office®
Networking/Internet
Oil Painting
Owning & Operating a Small Business
Stained/Art Glass
Watercolor
Windows
Writing for Magazines
Yoga

For more information on Special Interest Courses, please call 615-353-3255.

Real Estate Courses

The Community Education Center offers real estate courses designed for the local real estate industry in compliance with the educational objectives established by the Tennessee Real Estate Commission (TREC). Each course satisfies the educational requirements of the Tennessee Real Estate Broker's License Act of 1973 as amended.

Successful completion of the Tennessee Real Estate Exam is required before a person can sell real estate as an agent. RLE 1501, Real Estate Fundamentals, a sixty-hour course, qualifies a person to sit for the Affiliate Broker's Licensing Exam.

Students need to be aware that there are strict attendance policies for each course in order to be in compliance with the attendance requirements of the TREC.

Courses offered include:

RLE 1501 Real Estate Fundamentals

RLE 1502 Course for New Affiliates/Real Estate

RLE 1503 Real Estate Investments

For more information, please call 615-353-3255.

Parents, Children, and Divorce

An approved 4-hour Parent Education Class. Program curriculum meets requirements of State Statute Chapter 889, Public Acts of 2000, Section 26-6-408, mandated parenting divorce classes. Program is designed to help divorcing couples work cooperatively and effectively with each other, while focusing on what is in the best interest of the children.

For more information, please call 615-353-3255.

Redirecting Children's Behavior

A 5-week parenting workshop for parents, teachers, professionals, and anyone who lives and works with children from 18 months to 18 years of age. Children can create tremendous challenges for adults, but effective strategies for today's adult/child relationships can actually make parenting fun and rewarding. To find out more about this unique learning experience, log on to *www.cooperativekids.com.*

For more information, please call 615-353-3255.

Off-Campus Locations & Distance Education

Off-campus Location Services: The Center offers multiple permanent educational sites located throughout Davidson County and the surrounding areas. Each location offers courses for starting or continuing one's academic or professional development goals.

Davidson County Off-campus Locations: Antioch High School, Glencliff High School, Nashville Electric Service, Opry Mills Learning and Development Center, Overton High School, and Vine Hill Community Center.

Outside Davidson County Locations: Hendersonville Police Department, Houston County High School (Erin), Rossview High School (Clarksville), Renaissance Center (Dickson), and Sycamore High School (Pleasant View).

Humphreys County Center for Higher Education: The Humphreys County Center for Higher Education, in cooperation with other higher education institutions, offers day and evening classes for the citizens of Humphreys County and surrounding areas. The Center is located at 695 Holly Lane, Waverly, Tennessee.
Phone: 931-296-1739. Fax: 931-296-1769.
E-mail: jennie.stribling@nscc.edu.

Distance Education Services: There are two distance education modes at Nashville State. They are video checkout courses and Web-based courses. Distance Education programs are learning experiences in which the instructor and students do not share the same physical space. These formats allow learning to be available for individuals who are not able to travel back and forth to campus on a weekly basis or whose work schedules do not fit our regular scheduled offerings. Both degree and special interest courses are available.

For more information, please call 615-353-3461 or 800-272-7363.

Cookeville Campus: The Don Sundquist Advanced Technology Center offers specialized training in areas including Computer Technology, Law Enforcement, Industrial Automation, and Electrical Maintenance. The Center is located at 1000 Neal Street in Cookeville, Tennessee.
Phone: 931-520-0551.

Development Office

The Development Office at Nashville State provides the communication link between the college and the Nashville Tech Foundation Board of Trustees, which is comprised of members of the Nashville community. The Nashville Tech Foundation is a not-for-profit corporation organized to receive private gifts and bequests for the advancement of Nashville State students. The Development office directs all internal and external fundraising for the Foundation Scholarship program. There are many ways to support the Foundation including monetary donations, corporate sponsorships, matching gifts, endowments, and in-kind contributions of instructional equipment and supplies.
For more information, or if you are interested in contributing to the Foundation Scholarship Program, please contact the development office at 615-353-3604 or visit *www.nscc.edu/foundation*

Center for Information Technology Education (CITE) of Tennessee

The Center for Information Technology Education (CITE) is an agent of change and ongoing development of Tennessee's IT workforce. In bringing about this change, the Center is building a community of stakeholders who actively engage in its development. These stakeholders are an integral part of the process and receive a substantial return on their investment made in the Center. A broad range of stakeholders have already been involved in developing the vision and plans for the Center.

Broad-based regional support is providing a cross-section of businesses, governmental organizations, and educational institutions. An oversight committee comprised of representatives from these groups and a business advisory council are guiding the Center's staff as they fulfill the Center's mission.

For more information, contact David McNeel, Director of the Center for Information Technology Education at Nashville State: 615-353-3070 or *cite@nscc.edu*

NST Online

NST Online offers a variety of programs and credit courses online. While maintaining the quality of our on-campus offerings, online courses allow students convenience and flexibility as they pursue their academic goals. Nashville State also offers its online students the support services they need to be successful from an online admissions process to career counseling.

Contact David Gerth at david.gerth@nscc.edu or 615-353-3423 or visit *www.nst-online.com/*. Listed below are the programs offered online at Nashville State:

Arts and Sciences Academic Certificate
This certificate provides students with a formal credential that recognizes completion of a core of general education courses. Students should refer to page 131 of this catalog for specific information. Contact Pam Munz at pam.munz@nscc.edu or 615-353-3347.

Entrepreneurship
This Web-based certificate is designed to offer students the opportunity to focus on various entrepreneurial aspects of business. Instructions in the areas of planning, managing, marketing, accounting, and supervising are emphasized. The certificate provides students with a basis to enter the small business environment. For more information, contact Karen Stevenson at karen.stevenson@nscc.edu or 615-353-3430.

Technical Communications Technical Certificate
This 30 hour program provides intensive instruction in the skills needed to be a technical writer. This program also articulates with Roane State Community College for the A.A.S. degree and with the UT system for a Bachelor's degree. Students should refer to page 141 of this catalog for specific information. Contact Jeanne Altstatt at jeanne.alstatt@nscc.edu or 615-353-3344.

Web Page Authoring Certificate
This 30-hour program provides students with the skills necessary to design, build, and test Web pages and links, to maintain Websites, and to develop concepts for Web design and organization. This program also articulates with Pellissippi Technical Community College for the A.A.S. degree and with the UT system for a Bachelor's degree. Students should refer to page 142 of this catalog for specific information. Contact David Weilmuenster at david.weilmuenster@nscc.edu or 615-353-3415.

Business Management—A.A.S. Degree
(Small Business Administration concentration)
This degree offers the same courses as the on-campus program. Students should refer to page 83 in this catalog. Contact the Business Technologies Department for more information.

Regents Online Degree Program

Nashville State awards three degrees through the Regents Online Degree Program: Associate of Applied Science in Professional Studies with concentration in Information Technology; Associate of Arts in General Studies (University Parallel); and Associate of Science in General Studies (University Parallel).

Visit our Website *http://www.tnregentsdegrees.org/campus/nscc* for more information about the Regents Online Degree program.

WorkForce Training Center

The WorkForce Training Center at Nashville State is the business and industry-training arm of the college. The WorkForce Training Center offers various short term, non-credit, customized training programs for individuals and companies. Some of the areas of training the Center offers are:

- ISO 9000
- Computer Applications
- Programmable Logic Controllers (PLC)
- Statistical Process Controls (SPC)
- Supervision
- Presentation Skills
- Project Management
- Electrical Maintenance
- AutoCad
- Web Page Design
- Technical Computer Certifications
- AchieveGlobal (formerly Zenger Miller)
- American Management Association
- Workplace Spanish
- Retirement Planning
- Hydraulics/Pneumatics
- Quality
- Manufacturing

The WorkForce Training Center's programs and training enable individuals to keep current in their fields, to embark on new career tracks, or to enrich their personal lives. On-campus or on-site custom designed training programs and consulting services help business, industry, and governmental organizations to remain current. Open enrollment classes are held days, evenings, and weekends. Contract training can be scheduled to meet clients' needs. The WorkForce Training Center offers cost-effective, quality training using the latest technology. Continuing Education Units (CEUs) may be awarded for qualifying professional programs. College credits can be issued if designated requirements are met.

The WorkForce Training Center, as a complement to its training programs, also offers the following:

- **Non-Profit Program**: The WorkForce Training Center at Nashville State offers non-profit organizations (501C3) a special opportunity to attend qualified one- or two-day hands-on computer application classes for a reduced registration fee. Two non-profit seats are allocated to each qualified class that makes and has seats available. Seats are assigned on a first-come, first-served basis. Pre-registration is required for participation in the non-profit program.
- **Senior Citizens**: Senior Citizens will be given a 20% discount for all one- or two-day computer classes offered through the Center. All certification tracks are excluded.

Nashville State is a Microsoft Office® Specialist Testing Center. After completing the Microsoft Office® courses, individuals may test for Microsoft Certification. Nashville State is a Pearson Vue testing center. We deliver exams for Microsoft®, CISCO®, CompTIA®, IBM®, Novell® and many other testing programs. Visit *www.vue.com* to see the complete list.

Please call 615-353-3456 or visit our Website at *www.workforcetraininggroup.com* for our current schedule and programs.

Customized Training

The WorkForce Training Center provides custom-tailored training and consulting to businesses. Our staff utilizes techniques acquired from both academics and the business sector to design and deliver a specialized training program. These training/support services have been provided to local communities, government agencies and private corporations.

This training format is flexible and encompasses a diverse range of subjects including, but not limited to, center-based instruction for the microcomputer user and the experienced developer, PC assembly and repair, basic skills training, leadership, customer service, maintenance apprentice programs, total quality systems, and computer-integrated manufacturing.

The staff assists with needs and training analysis and develops custom training programs scheduled at times and locations convenient to businesses, industries or agencies. For additional information, contact Jill Johnson, Director, at 615-353-3574 or via e-mail at jill.johnson@nscc.edu

Career Employment Center

The Career Employment Center assists students, graduates, and alumni with their employment needs. Businesses use the Center to locate qualified job applicants from the college. The services provided by the Center attempt to match the needs of the employers with those of the student, graduate, or alumnus. The Center assists with part-time and full-time employment opportunities.

In addition, the Center provides employment counseling to students and graduates of the college. Detailed descriptions of available jobs and statistics on graduate employment/salaries are available in the Center. While the Center does not operate as an employment agency nor does it guarantee employment to those individuals utilizing the services provided, the Center provides continuous service in matching the job needs of graduates and employers.

The Career Employment Center location and contact information is listed below. Employers with job opportunities may contact the Center at the phone number listed below and may also fax or e-mail their job opportunities.

Career Employment Center
Room W-77
120 White Bridge Road
Nashville, TN 37209
(615) 353-3248 Phone
(615) 353-3254 FAX
cec@nscc.edu (E-mail)
www.nscc.edu/cec (Website)

Job Placement Services

The Center provides counseling on job market requirements and trends, helps students develop their resumés, assists students with preparation for job interviews, and provides resource materials for the students' career needs.

It is extremely important to the college that our graduates are hired and employed in their chosen fields of study. Therefore, all graduating seniors who plan to seek career employment at graduation should submit their resumés to the Center at the beginning of their last semester.

Resumés may be submitted electronically to the Center cec@nscc.edu. Center personnel will review and approve all resumés submitted.

EJOBS

The Center will premier its new online job service in Summer 2003. EJOBS will provide students the opportunity to post their resumés online. Students will also be able to search for positions in their majors online. Employers will be able to post positions online and review qualified student applicants. This entire service is free to both employers and students. For more information regarding EJOBS, please visit the Center or visit our Website at *www.nscc.edu/ejobs*.

Cooperative Education (Co-op)

Cooperative Education is a partnership between the college and the business community that enables students to work in areas related to their major fields of study. The combination of academic studies in school and work experience on the job affords the Co-op student with added credentials to compete in the job market. Students may work part-time or full-time.

Any student interested in the Cooperative Education program is encouraged to apply. To qualify for the program, the following criteria must be met:

1. Applicants must be either degree or certificate seeking. (Some programs are not eligible for participation in the Co-op program. See department head or Center personnel for eligibility.)
2. A minimum cumulative grade point average (GPA) of 2.5.
3. Completion of the student's first semester within his/her major field of study.

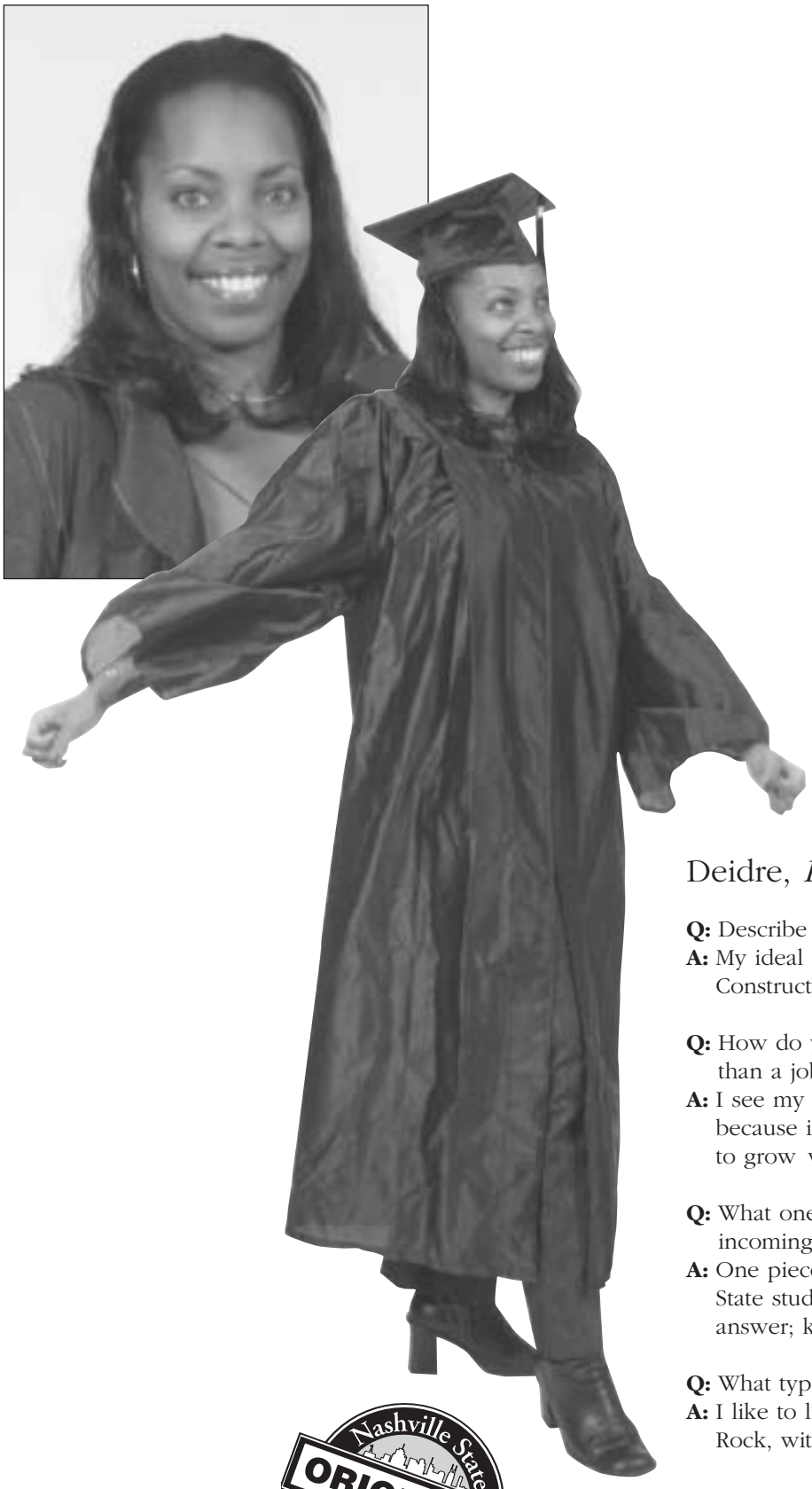
Students currently employed within their major fields of study are immediately available to qualify for the program. See Center personnel for details.

To apply for the Co-op program, students should come to the Center, Office W-77, to request a Co-op Application diskette, or visit our website to obtain the application online at *www.nscc.edu/cec*. Center personnel will review the procedures to complete the application with each student.

Center personnel will assist the student in securing a work assignment in business, industry, or government. Once the job is obtained, the student must complete a Learning Agreement contract and obtain a course number from the Center in order to receive academic credit for the work experience. Students should expect to pay for these academic credits since they are part of their academic programs of study. Grades for the Co-op work experience are based on the successful completion of a paper about their work and an employer evaluation.

Students are encouraged to work a minimum of three semesters. Such a schedule allows them to develop self-esteem, explore real work environments in their major fields, and appreciate the relationship between theory and practice.

Students receive monetary compensation for their Co-op work experience and can earn academic credit.



Deidre, *Engineering Technology*

Q: Describe your ideal occupation?
A: My ideal occupation would be as a Construction Manager and/or Civil Engineer.

Q: How do you see your ideal work as more than a job?
A: I see my ideal work more that a job, because it's a career that I am going to grow with.

Q: What one piece of advice would you give an incoming Nashville State student?
A: One piece of advice I would give to Nashville State students would be don't take "no" for answer; keep going beyond your goals.

Q: What type of music do you like?
A: I like to listen to Jazz, Classical, Latin, Soft Rock, with a touch of Euro Soul.

Nashville State

Business
and Technologies

Jonathan,
Computer Networking Technology

Q: What classes would you recommend to future students?
A: The Cisco Router and Netware courses are essential.

Q: Describe your ideal occupation?
A: My ideal job is working on installing and maintaining networks between noon and 2am—five days a week.

Q: What is your vision of your life after graduation?
A: I'll work at a job that I enjoy and get paid well for it.

Q: What is the most important thing you have learned so far here at NSCC?
A: "Check the power cord."

Q: What type of music so you listen to?
A: I listen to rock, metal, techno, classical, and sometimes, the oldies.

Business and Technologies Division

The Business and Technologies Division provides courses and programs designed to prepare students with the technical skills and knowledge to be successful in an occupation or to transfer to a university program of their choice. Each of the programs in this division hosts an advisory committee meeting twice a year. Experts from business and industry volunteer their time to evaluate curriculum and help verify that programs meet the current needs of employers. In addition to having academic credentials, the faculty is required to have work experience related to the field in which they are teaching. Thus students are exposed to current work practices while they are learning concepts and perfecting the skills that will be needed in their future occupation.

The five departments within the Business and Technologies Division are as follows:

- Business Technology Department
- Information Technology Department
- Applied Arts Department
- Health and Life Science Technologies Department
- Engineering Technology and Automotive Department

The Automotive Service Technology Associate of Applied Science Degree Program is a program conducted in partnerships with local businesses. This program administers the Automotive Service Education Program (ASEP) for General Motors and the Automotive Student Service Educational Training (ASSET) for Ford Motor Company to prepare student technicians to work on specific vehicles. This program is an example of a true cooperative degree program that requires the student to both attend classes and work at respective automotive dealerships.

Apprenticeships, internships, and cooperative education programs are also examples of the relationships developed between local businesses and the Business and Technologies Division. Several corporate sponsors have students working and learning as employees. Whether these programs are officially sponsored by businesses registered with the Department of Labor, or are informal working relationships between the college and employers, they give students an opportunity to use the principles they learn in class to on-the-job applications.

Business Technology Department

The Business Technology Department includes Business Management, Computer Accounting, Culinary Arts, and Office Administration. Nashville State is nationally accredited by the Association of Collegiate Business Schools and Programs (ACBSP) for the offering of the Associate of Applied Science degrees in Business Management, Computer Accounting, and Office Administration. Many classes in this department are offered by Web to help meet students' scheduling needs.

Office Administration

The majority of the courses in the Office Administration program includes preparation for the most widely used office applications software suites. Courses are taught using Microsoft Office User Specialist (MOUS) approved courseware. The integrated software applications capstone course provides practice in taking the MOUS certification exams. The newest and fastest-growing area in the program is the medical concentration. Coding students may join study groups to prepare for the coding exams, which are given by AHIMA and AAPC. Upon completion of the transcription classes and three years of experience, students may take the MTCT certification exam.

Computer Accounting

The Computer Accounting program provides students with a solid background in accounting as well as the most current microcomputer hardware and software skills. Software is an integral part of the accounting courses and is used as a tool for solving traditional accounting and business problems.

Business Management

The Business Management program offers a broad range of courses emphasizing managerial and technical skills. Students may obtain the Small Business Management degree entirely by distance. The majority of the course offerings are available online as Web courses.

Culinary Arts

Students can obtain either an A.A.S. degree or a technical certificate in this existing program while learning the skills and knowledge needed to become a chef in any restaurant or other food service organization. Students learn the essentials of food preparation, nutrition, menu planning, and inventory control along with safety and sanitation principles. Students study under the direction of experienced chefs in an on-campus kitchen. Opportunities are also available for students to participate in an internship with local businesses.

For additional information about the programs in the Business Technology Department, call the department office at 615-353-3430.

Information Technology Department

The Information Technology department's goal is to provide the highest quality instruction, using state-of-the-art equipment and processes, for individuals seeking to start new careers or enhance existing careers in the information technology field. There are five programs in the department. Three of the programs are designed for immediate entry into the workforce and upon completion results in an Associate of Applied Science degree. They are as follows:

- Computer Information Systems
- Computer Networking Technology
- Computer Technology

The **Computer Information Systems** program prepares individuals to function as entry-level computer programmers and systems analysts. Students learn how to apply critical thinking skills as they prepare solutions to practical business problems. All courses are practical, not theoretical. Each graduate will have written, tested, and debugged programs in several of the major programming languages. Students learn to develop applications to run on midrange, mainframe, client-server, and the World-Wide-Web environments.

The **Computer Networking Technology** program prepares individuals to function as entry-level networking technicians. Students learn how to design, establish, and maintain the information infrastructure. Courses in the program provide hands-on instruction in establishing network clients, network servers, routers, bridges, repeaters, gateways, and other communication devices. Students also learn how to select and deploy the appropriate connectivity media and interface cards. Students receive hands-on instruction in installing and configuring network operating systems, setting user profile, and implementing network security measures. Students are eligible to take industry certification exams after completion of some of the courses, such as the MCP, CNA, and CCNA.

The **Computer Technology** program prepares individuals to function as entry-level computer technicians and Help Desk technicians. Students become proficient in the operating principles, installation, and maintenance of computers. Students learn how to install and configure hardware and software, perform system upgrades, perform systematic troubleshooting, and maintain computers and their related peripheral equipment. Students also receive instruction on establishing and maintaining a Help Desk.

The department offers two University Parallel Programs, which result in an Associate of Science degree. The University Parallel Programs are designed for those desiring to complete the first two years of a four-year program and then transfer to a university in order to complete their studies. The programs in the Information Technology Department are as follows:

- Business and Information Systems
- Computer Science

These programs consist of the core undergraduate general education courses required by universities, along with freshman/sophomore level technical courses. Students enrolled in these programs need to work closely with their advisors in order to map out the exact combination of courses required by the university to which they plan to transfer.

For more information about the programs in the Information Technology Department, call the department office at 615-353-3409.

Applied Arts Department

The Applied Arts Department provides programs designed to prepare students with the technical skills and knowledge for successful employment or to continue their education in a related field.

The three programs within the Applied Arts Department are as follows:

- Visual Communications
- Photography
- Music Technology

Students in the **Visual Communications** program can earn an A.A.S. degree with a major in either graphic design or photography.

A technical certificate in **Photography** exposes career-oriented students to the latest digital and traditional photographic processes.

A technical certificate in **Music Technology** utilizes a professional quality recording studio as its primary classroom, preparing students for employment in a variety of technical positions in the music industry. For more information, call the department office at 615-353-3395.

Health and Life Science Technologies Department

Biological science is the unifying concept for all the technology programs within this department. Some programs are designed to prepare students to work as research technicians in a laboratory while others focus on human health issues.

The A.A.S. degree program in **Biotechnology** courses gives students hands-on experience with many of the techniques that are used in laboratories. Some courses provide the basic background, while other courses give the student the opportunity to work on a semester long project to learn how a laboratory operates.

Students completing the **Horticulture** program receive a technical certificate and have knowledge and hands-on skills related to plants and their care and use in landscaping. Some courses cover the basic principles about plants, soils, fertilizers, and pesticides needed for horticulture. In other courses, the various aspects of landscape design, construction, maintenance, and management are studied.

Occupational Therapy Assistant courses provide the necessary background to be able to help individuals adapt to the tasks of everyday life. Some courses cover the basics of therapy and human movement and development. Other courses delve more into the details of therapy for various types of illnesses and disabilities. Fieldwork in a clinical setting is required and gives the student valuable hands-on experience. Students receive an A.A.S. degree upon successful completion of the program and are qualified to seek licensing.

Surgical Technology courses give the student the necessary knowledge, skills, and familiarization with the instruments and procedures of an operating room. Courses in biology, chemistry, and anatomy as well as clinical experience with cooperating hospitals provide the essential background for surgical technology. Students who successfully complete this program receive a technical certificate.

Engineering Technology Department

An Associate of Applied Science Degree is offered in Engineering Technology with concentrations in either

- Architectural
- Civil and Construction
- Automated Control Systems

Associate of Applied Science Degrees are also offered in:

- Automotive Services Technology
- Electrical Engineering Technology
- Electronic Engineering Technology

Technical certificates are offered in:

- Computer-Aided Drafting
- Industrial Automation
- Industrial Electrical Maintenance
- Industrial Machine Tool

These technology-based programs offer courses, which prepare students to go to work as technicians. This preparation is accomplished by integrating theoretical concepts with extensive hands-on experience. These degree programs offer the student preparation in diverse fields, depending on the program. These fields could include Computer-Aided-Drafting, Transportation, Heavy Construction, Surveying, Manufacturing, Computer Numerical Control, Electrical Maintenance, Radio/Television, Telecommunications, Electric Power Transmission, Electrical Wiring, Programmable Logic Controllers, Architecture, and Building Construction. While the intent of the degree programs is to provide technical competence to allow the student to go to work immediately, articulation agreements are in place to allow the student to continue his/her education at the Bachelor's degree level. For more information, please contact the department office at 615-353-3448.

Nashville State ORIGINALS Student Stories

Allison, *Psychology*

Q: What is an important thing you have learned so far here at Nashville State?
A: I have learned alot of general information by simply taking two beginning level classes.

Q: What one piece of advice would you give an incoming Nashville State student?
A: I would advise them to keep an open mind and take advantage of all the wonderful opportunities made available at Nashville State.

Q: What student tasks do you find are the most difficult to execute? What helps you overcome the difficulty?
A: The most difficult task would be staying on top of the studies for classes outside of a classroom setting. It is important to set aside time for studies.

Q: What student services have helped you succeed in your course of studies?
A: The Library is a terrific resource to use with the abundance of reference sources and Internet access.

Q: If you could've been "ring side" at or participated in any event in history, what would it have been?
A: I would definitely have been at Woodstock. It was an unbelievable political and social statement.

Nashville State

Arts
and Sciences

Nashville State ORIGINALS Student Stories

Helen, *Early Childhood Education*

Q: What is the most important thing you have learned so far here at Nashville State?
A: I have learned that as long as you try hard, you have nothing to lose. You will succeed as long as you put your best effort into it.

Q: What one piece of advice would you give an incoming Nashville State student?
A: Always study hard—this is not high school—the instructors are very serious. Another thing: whatever you put into your college experience will effect your outcome in the future.

Q: What student tasks do you find are the most difficult to execute? What helps you overcome the difficulty?
A: Studying for tests is difficult. I get help from my instructors because I go to study sessions. I always learn a lot from taking that step.

Q: What student services have helped you succeed in your course of studies?
A: The Learning Center has helped me a lot. They are always there when you need help.

Q: Would you rather be rich or famous?
A: I would rather be famous, because money will always come and go in life, as long as you work hard you will have money.

Arts and Sciences

The Arts and Sciences Division provides general education courses, which complement the student's technical preparation and also serve as transfer credit. General education courses include studies in the areas of languages, communications, humanities, mathematics, political science, social sciences, and natural sciences. The courses support and strengthen academic skills needed for success in the business and engineering technologies programs offered by the college and may be used as transfer courses to other colleges and universities. A.A.S. degree programs are offered in Early Childhood, Sign Language Interpreting, and Social Services. Certificate programs are offered in Technical Communications and Arts and Sciences. The Associate of Arts and Associate of Science degrees are offered for students planning to transfer to a university. A wide variety of Areas of Emphasis are available.

Education and Social Services Department

The Education and Social Services Department offers A.A.S. degrees in Sign Language Interpreting, Early Childhood, and Social Services. Areas of Emphasis in Family and Consumer Sciences, American Sign Language Studies, Child Development and Family Relationships, Early Childhood Education, Physical Education, Elementary Education, Secondary Education, and Special Education leading to the A.A. or A.S. degree are available for transfer to universities. Courses in reading and study skills are also offered to assist students who need to strengthen their academic skills to ensure success in college-level courses.

English and Humanities Department

English courses are offered in composition, business writing, speech communications, and literature. Students analyze samples of writing for organizational patterns, literary development, and modes of thought and gain practical experience in writing and speaking. Assignments frequently allow students to make use of their job experiences or technical backgrounds. Areas of Emphasis leading to the A.A. or A.S. degree are offered in English and Speech Communications for transfer to universities.

The English Department also offers Remedial and Developmental writing courses.

Humanities courses include courses in philosophy and art appreciation as well as courses in music and literature. Humanities courses help students gain an appreciation of their cultural heritage and to appraise their personal values. Areas of Emphasis leading to the A.A. or A.S. degree are offered in philosophy, art, and music.

Nashville State Community College offers an online Technical Communications Technical Certificate. Students may continue the second year of the program at Roane State Community College to earn an A.S. or A.A. degree and the third and fourth years in the University of Tennessee system to earn a Bachelor's degree.

Students cannot enroll in a degree-level English, humanities, or social sciences course until any required remedial/developmental English or reading course has been completed.

Law Enforcement Department

The Law Enforcement curriculum offers an A.A.S. degree in Police Science and an Area of Emphasis in Criminal Justice leading to the A.A. or A.S. degree for transfer to universities. Graduates are prepared to enter the field of police administration and corrections management. The Police Science Academy, a 10-week certificate program, is also housed in the area.

Mathematics Department

The Mathematics Department offers courses to provide the student with practical and applied skills, which support the courses in the student's field of study. Job-related skills in business and industry are also introduced and reinforced in the department's courses.

The Mathematics Department's curriculum provides the student with a firm foundation in mathematics. This curriculum includes all courses needed to complete the programs offered at Nashville State Community College. An Area of Emphasis leading to the A.A. or A.S. degree is offered in mathematics for transfer to universities.

Calculators may need to be purchased for use in some courses. Laboratory exercises may require time outside the classroom to complete the coursework.

Students cannot enroll in a degree-level mathematics course until any required remedial/developmental mathematics courses have been completed.

Science Department

The Science Department offers courses in the biological, chemical, and physical sciences designed to provide the student with appropriate theory and skills for support of the student's field of study. Courses are structured to provide job-related skills as well as skills necessary to pursue higher level science courses leading to the baccalaureate degree. Laboratory exercises are an integral part of the courses and are designed for hands-on reinforcement of those concepts presented in the lecture component of the course.

The curriculum includes all courses needed to complete the programs offered at Nashville State Community College. Areas of Emphasis in biology, physics, and chemistry leading to the A.A. or A.S. degree are available for transfer to universities.

Social Sciences and Languages Department

Social Sciences courses are offered in history, psychology, political science, geography, and sociology. In these courses, students increase their understanding of human nature within a historical context, in their social environments, and in their personal lives as it affects communication and behavior. All courses emphasize the need for organization and clear thinking in professional as well as private life. Areas of Emphasis leading to the A.A. or A.S. degree are offered in history, sociology, and psychology for transfer to universities.

Language courses allow students to develop proficiency in understanding, speaking, reading, and writing foreign languages. An Area of Emphasis leading to the Associate of Arts degree is offered in Spanish for transfer to universities.

English as a Second Language (ESL) courses are offered and are noted on the class schedule. In addition, the college has four full-time ESL specialists on staff to assist students who speak English as a Second Language.

Honors Program

The Honors Program at Nashville State provides opportunities for highly motivated, academically accomplished students to pursue courses in composition, psychology, sociology, ethics, speech, literature, and history. The goals of the honors program are to encourage intellectual growth, to promote new understanding, to enhance scholarship, and to instill a sense of academic and personal excellence.

The Honors Program is open to new and currently enrolled students. First-semester freshmen should have satisfactory scores on the ACT or SAT. Returning or continuing students should have completed 12 hours with a GPA of 3.0 or higher. All applicants must submit an application form, which includes a writing sample, and may be asked to participate in an interview with an honors committee representative.

Transcripts of Honors Program students will indicate successful participation in the program. Students will also receive a certificate and may be eligible for other benefits.

For more information and an application form, contact the English and Humanities Department at 615-353-3531 or the Social Sciences and Languages Department at 615-353-3020.

Nashville State

Associate of Applied Science

Technical & Career Degree Programs

Automotive Service Technology

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

The Automotive Service Technology program prepares students to work in area automotive dealerships or repair shops.

There are two different groups of directed electives for the program, depending on the sponsoring dealership or repair shop:

1. Automotive Service Educational Program (ASEP) in cooperation with General Motors;
2. Automotive Training Educational Program (ATEP) in cooperation with other local dealerships.

This program alternates periods of formal training with periods of on-the-job experience at participating dealerships. These periods in the dealership are designed to provide practical experience as reinforcement of concepts taught during the school terms. Students must maintain sponsorship with participating dealerships during the entire training period. Nashville State assists students in obtaining sponsorship.

This program is conducted in response to local training needs and, therefore, may not necessarily begin each year. For further information, please contact Claude Whitaker at claude.whitaker@nscc.edu or 615-353-3449 or Gayle Hughes at gayle.hughes@nscc.edu or 615-353-3448.

COURSE REQUIREMENTS

			Class	Lab	Credits
English					
ENGL	1010	English Composition I	3	0	3
SPCH	1010	Speech	3	0	3
Humanities Elective					
		Humanities Elective	3	0	3
Mathematics					
MATH	1085	Technical Math I	5	0	5
Physics					
PHYS	1015	Applied Physics I	3	3	4
PHYS	1025	Applied Physics II	3	3	4
Social Sciences Elective					
		Social Sciences Elective	3	0	3
Core Courses					
Automotive Service Technology					
AMT	1110	Automotive Service	1	3	2
AMT	1122	Standard Transmissions/ Drive Lines/Differentials	2	3	3
AMT	1124	Automotive Brakes	2	2	3
AMT	1126	Suspension and Steering	2	2	3
AMT	1310	Automotive Engines	3	4	5
AMT	2212	Automatic Transmissions	4	2	5
AMT	2210	Automatic Transmissions II	2	3	3
AMT	2310	Fuel and Emissions	2	3	3
AMT	2320	Automotive Update	1	0	1
AMT	2330	Climate Control	3	2	4
Directed Electives					
ASEP					
AMT	1320	GM Automotive Engines	2	3	3
AMT	2120	Automatic Transmissions I	2	3	3
EET	1190	GM Automotive Electricity I	3	2	4
EET	1290	GM Automotive Electricity II	2	3	3
EET	2290	GM Automotive Computer Systems I	2	3	3
ATEP					
AMT	2225	Automotive Engines II	1	2	2
AMT	2345	Engine Performance and Testing	0	2	1
AMT	2350	Developmental Project	2	0	2
EET	1192	Automotive Electricity	3	2	4
EET	2192	Automotive Electronics	3	2	4
EET	2292	Automotive Computer Systems	2	2	3
General Education Elective					
		Total Required – Associate's Degree			**67**

General education course requirements are listed on page 145.

RECOMMENDED SCHEDULE

ASEP

FIRST YEAR

Fall Semester			Credits
ENGL	1010	English Composition I	3
MATH	1085	Technical Math I	5
AMT	1110	Automotive Service	2
EET	1190	GM Automotive Electricity I	4
		Co-op	1

Spring Semester			
SPCH	1010	Speech	3
AMT	1124	Automotive Brakes	3
AMT	1126	Suspension and Steering	3
		Social Sciences Elective	3
		Co-op	1

Summer Semester			
AMT	2330	Climate Control	4
EET	1290	GM Automotive Electricity II	3
		Humanities Elective	3
		Co-op	1

SECOND YEAR

Fall Semester			Credits
AMT	1122	Standard Transmissions/Drive Lines/Differentials	3
PHYS	1015	Applied Physics I	4
AMT	2120	Automatic Transmissions I	3
		Co-op	1

Spring Semester			
PHYS	1025	Applied Physics II	4
AMT	1320	GM Automotive Engines I	3
AMT	2210	Automatic Transmissions II	3
		Co-op	1

Summer Semester			
EET	2290	GM Automotive Computer Systems I	3
AMT	2310	Fuel and Emissions	3
AMT	2320	Automotive Update	1

RECOMMENDED SCHEDULE

ATEP

FIRST YEAR

Fall Semester			Credits
ENGL	1010	Composition I	3
MATH	1045	Technical Math I	5
AMT	1110	Automotive Service	2
EET	1192	Automotive Electricity	4

Spring Semester			
SPCH	1010	Speech	3
AMT	1124	Automotive Brakes	3
AMT	1126	Suspension and Steering	3
		Humanities Elective	3

Summer Semester			
AMT	1122	Standard Transmissions/ Drive Lines/Differentials	3
AMT	2330	Climate Control	4
		Social Sciences Elective	3

SECOND YEAR

Fall Semester			Credits
PHYS	1015	Applied Physics I	4
AMT	2120	Automatic Transmissions I	3
EET	2192	Automotive Electronics	4

Spring Semester			
PHYS	1025	Applied Physics II	4
AMT	1310	Automotive Engines I	5
EET	2292	Automotive Computer Systems	3

Summer Semester			
AMT	2210	Automatic Transmissions II	3
AMT	2225	Automotive Engines II	2
AMT	2320	Automotive Update	1
AMT	2345	Engine Performance and Testing	1
AMT	2350	Developmental Project	1

Business Management

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

The goal of the Business Management Associate's degree program is to teach business technicians at the two-year college level to enter the business field possessing the managerial and technical skills necessary to perform in entry-level management positions in large and small companies. It is the intent of the Business Management program that graduates:

1. Understand how to develop and maintain an organization's management program that effectively and efficiently maximizes organizational resources.
2. Possess basic business management skills in the areas of accounting, computers, economics, marketing, banking, management, team building, and business law.
3. Be able to apply basic business mathematics skills.
4. Communicate effectively in written form and orally.
5. Meet, if not exceed, exit exam scores made by business management graduates in two-year colleges in Tennessee.
6. Find employment in their major field of study with a minimum yearly placement rate of 75 percent.

Concepts taught in General Education courses will be reinforced in the Business Management curriculum and applied to class exercises and projects.

This program contains three concentrations: **Financial Services Management, Marketing, and Small Business Administration.**

Note: The primary purpose of this degree is to prepare students for employment immediately following graduation from Nashville State However, some students may wish to continue in a baccalaureate program either immediately or in the future. If you plan to transfer to a four-year program after leaving Nashville State, consult the department head for a specialized program of study. *Failure to do so could result in a loss of credits in the transfer process.*

BUSINESS MANAGEMENT
Financial Services Management: Banking

Finance is a dynamic field in which dramatic economic and legal changes are challenging the traditions of all financial institutions. The Financial Services Management: Banking program trains graduates to function in this changing environment.

The curriculum provides the student with firm foundations in accounting principles, the U.S. monetary system, and the credit granting process. English and social science courses provide a valuable broadening experience that prepares graduates to effectively communicate with peers and customers.

Typical jobs available for graduates include clerks, tellers, operations supervisors, bank bookkeepers, administrative assistants, and credit investigators. Financial Services Management also offers degree programs in cooperation with the banking industry (AIB) and the insurance industry (CPCU). These evening programs are offered primarily at off-campus locations.

COURSE REQUIREMENTS

		Class	Lab	Credits
English				
ENGL 1010	English Composition I	3	0	3
SPCH 1010	Speech	3	0	3
Humanities				
	Humanities Elective	3	0	3
Mathematics				
MATH 1075	Business Mathematics	3	0	3
Natural Science/Mathematics				
	Natural Science or Math Elective	3	0	3
Social Science				
	Social Sciences Elective	3	0	3
Technical Core				
ACCT 1104	Principles of Accounting I	4	0	4
ACCT 1105	Principles of Accounting II	4	0	4
AIS 1180	Introduction to Microcomputing	4	0	4
AIS 1181	Microcomputer Software for Business	4	0	4
BUS 1000	Introduction to Customer Service	3	0	3
BUS 2111	Organizational Behavior	3	0	3
BUS 2600	Business Law: Contracts	3	0	3
BUS 2900	Business Management Applications	3	0	3
ECON 1111	Principles of Macroeconomics or			
ECON 1121	Principles of Microeconomics	3	0	3
MKT 2220	Marketing	3	0	3

Technical Specialty

BNK	1110	Principles of Banking	3	0	3
BNK	1210	Consumer Lending	3	0	3
BNK	1215	Commercial Bank Management	3	0	3
BNK	2110	Money and Banking	3	0	3
BNK	2230	Investment Basics	3	0	3

Technical Elective

		Any BUS, ECON, MKT, or BNK course in addition to required courses	3	0	3

Total Required – Associate's Degree 70

RECOMMENDED FULL-TIME SCHEDULE
FIRST YEAR

Fall Semester **Credits**

ENGL	1010	English Composition I	3
MATH	1075	Business Mathematics	3
ACCT	1104	Principles of Accounting I	4
BNK	1110	Principles of Banking	3
AIS	1180	Introduction to Microcomputing	4

Spring Semester

ECON	1111	Principles of Macroeconomics or	
ECON	1121	Principles of Microeconomics	3
ACCT	1105	Principles of Accounting II	4
AIS	1181	Microcomputer Software for Business	4
BNK	1210	Consumer Lending	3
BNK	1215	Commercial Bank Management	3

SECOND YEAR

Fall Semester **Credits**

BUS	1000	Introduction to Customer Service	3
BUS	2111	Organizational Behavior	3
BUS	2600	Business Law: Contracts	3
BNK	2110	Money and Banking	3
		Social Sciences Elective	3
		Natural Sciences Elective or Math Elective	3

Spring Semester

SPCH	1010	Speech	3
MKT	2220	Marketing	3
BUS	2900	Business Management Applications	3
BNK	2230	Investment Basics	3
		Humanities Elective	3
		Technical Elective	3

RECOMMENDED PART-TIME SCHEDULE
FIRST YEAR

Fall Semester **Credits**

ENGL	1010	English Composition I	3
BNK	1110	Principles of Banking	3

Spring Semester

BNK	1210	Consumer Lending	3
ECON	1111	Principles of Macroeconomics or	
ECON	1121	Principles of Microeconomics	3

Summer Semester

MATH	1075	Business Mathematics	3

SECOND YEAR

Fall Semester **Credits**

ACCT	1104	Principles of Accounting I	4
		Social Sciences Elective	3

Spring Semester

ACCT	1105	Principles of Accounting II	4
BNK	1215	Commercial Bank Management	3

Summer Semester

SPCH	1010	Speech	3
		Humanities Elective	3

THIRD YEAR

Fall Semester **Credits**

		Natural Sciences Elective or Math Elective	3
BUS	1000	Introduction to Customer Service	3

Spring Semester

BNK	2230	Investment Basics	3
BUS	2600	Business Law: Contracts	3

Summer Semester

AIS	1180	Introduction to Microcomputing	4
BUS	2111	Organizational Behavior	3

FOURTH YEAR

Fall Semester **Credits**

AIS	1181	Microcomputer Software for Business	4
BNK	2110	Money and Banking	3

Spring Semester

BUS	2900	Business Management Applications	3
MKT	2220	Marketing	3

Summer Semester

		Technical Elective	3

Cooperative Education work experience in Business Management (Financial Services Management: Banking) can be an important addition to a student's formal classroom work. Co-op courses, if appropriate, may substitute for technical courses up to nine credit hours with the prior approval of the department head. All Co-op work must have department head approval. The Career Employment Center will provide the correct course numbers. Students participating in Cooperative Education are encouraged to work a minimum of two terms. See page 65 for more information.

General education course requirements are listed on page 145.

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BUSINESS MANAGEMENT
Marketing

Marketing can be defined as "the performance of business activities that direct the flow of goods and services from the producer to the consumer or user." Typical job responsibilities vary greatly, but can include identifying customer needs, designing goods and services to meet those needs, communicating information to stimulate customer interest, sales pricing, and servicing accounts to ensure customer satisfaction. Occupational surveys project employment in this field to grow much faster than average in retail, wholesale, and service industries. The marketing program will develop competence in communications, management, marketing, customer service, and general business practices.

COURSE REQUIREMENTS

			Class	Lab	Credits
English					
ENGL	1010	English Composition I	3	0	3
SPCH	1010	Speech	3	0	3
Humanities					
PHIL	1000	Critical Thinking and Problem Solving	3	0	3
Mathematics					
MATH	1075	Business Mathematics	3	0	3
Natural Science/Mathematics					
		Natural Science	3	0	3
		or			
		Math Elective	3	0	3
Social Science					
		Social Science Elective	3	0	3
Technical Core					
ECON	1111	Principles of Macroeconomics			
		or			
ECON	1121	Principles of Microeconomics	3	0	3
ACCT	1104	Principles of Accounting I	4	0	4
ACCT	1105	Principles of Accounting II	4	0	4
AIS	1180	Introduction to Microcomputing	4	0	4
AIS	1181	Microcomputer Software for Business	4	0	4
BUS	2600	Business Law: Contracts	3	0	3
BUS	2900	Business Management Applications	3	0	3
Technical Specialty					
BUS	1000	Introduction to Customer Service	3	0	3
BUS	1113	Introduction to Business	3	0	3
BUS	2111	Organizational Behavior	3	0	3
BUS	2310	Business Ethics	3	0	3
MKT	1227	Sales Techniques	3	0	3
MKT	2220	Marketing	3	0	3
MKT	2221	Consumer Behavior	3	0	3
Technical Elective					
		Any BUS, ECON, MKT, or BNK course in addition to required courses	3	0	3
		Total Required – Associate's Degree			**67**

RECOMMENDED FULL-TIME SCHEDULE
FIRST YEAR

Fall Semester			**Credits**
ACCT	1104	Principles of Accounting I	4
BUS	1113	Introduction to Business	3
ENGL	1010	English Composition I	3
MATH	1075	Business Mathematics	3
BUS	1000	Introduction to Customer Service	3
Spring Semester			
ACCT	1105	Principles of Accounting II	4
ECON	1111	Principles of Macroeconomics	
		or	
ECON	1121	Principles of Microeconomics	3
PHIL	1000	Critical Thinking and Problem Solving	3
SPCH	1010	Speech	3
MKT	1227	Sales Techniques	3

SECOND YEAR

Fall Semester			**Credits**
AIS	1180	Introduction to Microcomputing	4
MKT	2220	Marketing	3
BUS	2310	Business Ethics	3
BUS	2600	Business Law: Contracts	3
MKT	2221	Consumer Behavior	3
Spring Semester			
AIS	1181	Microcomputer Software for Business	4
BUS	2111	Organizational Behavior	3
BUS	2900	Business Management Applications	3
		Natural Science/Mathematics Elective	3
		Social Science Elective	3
		Technical Elective	3

RECOMMENDED PART-TIME SCHEDULE
FIRST YEAR

Fall Semester			**Credits**
ENGL	1010	English Composition I	3
BUS	1000	Introduction to Customer Service	3
Spring Semester			
PHIL	1000	Critical Thinking and Problem Solving	3
BUS	1113	Introduction to Business	3
Summer Semester			
MATH	1075	Business Mathematics	3

SECOND YEAR

Fall Semester			**Credits**
ACCT	1104	Principles of Accounting I	4
AIS	1180	Introduction to Microcomputing	4
Spring Semester			
ACCT	1105	Principles of Accounting II	4
ECON	1111	Principles of Macroeconomics	
		or	
ECON	2111	Principles of Microeconomics	3
Summer Semester			
SPCH	1010	Speech	3

THIRD YEAR

Fall Semester			**Credits**
AIS	1181	Microcomputer Software for Business	4
MKT	2221	Consumer Behavior	3
Spring Semester			
MKT	1227	Sales Techniques	3
BUS	2111	Organizational Behavior	3
BUS	2310	Business Ethics	3
Summer Semester			
		Natural Science or Mathematics Elective	3

FOURTH YEAR

Fall Semester			**Credits**
MKT	2220	Marketing	3
BUS	2600	Business Law: Contracts	3
Spring Semester			
BUS	2900	Business Management Applications	3
		Social Science Elective	3
Summer Semester			
		Technical Elective	3

BUSINESS MANAGEMENT
Small Business Administration

The Small Business Administration emphasis was designed for students who seek employment in either large or small organizations. Skills that are appropriate for small organizations can also be used by employees in large organizations who wish to upgrade their skills. The program will be helpful to those people who wish to own and operate a business.

The Small Business Administration program provides knowledge and skills sufficient to allow a person to be employed in a wide variety of service, merchandising, and manufacturing organizations. The graduate will have an understanding of business law, accounting, microcomputer applications, payroll information, personnel policies, consumer credit policies, money and banking, insurance, and sales needed in diverse information environments. Marketing and management information and theory provide the ability to understand and use human relations skills.

Graduates will be prepared to seek employment in retail, wholesale, and manufacturing offices which use microcomputers for producing financial statements, inventory control, and service industry organizations. Typical job titles include, but are not limited to, store/office manager, customer service representative, management trainee, director of sales and marketing, project manager, distribution manager, assistant credit manager, purchasing agent, and assistant personnel manager.

COURSE REQUIREMENTS

English			**Class**	**Lab**	**Credits**
ENGL	1010	English Composition I	3	0	3
SPCH	1010	Speech	3	0	3
Humanities					
		Humanities Elective	3	0	3
Mathematics					
MATH	1075	Business Mathematics	3	0	3
Natural Science/Mathematics					
		Natural Science or Math Elective	3	0	3
Social Science					
		Social Sciences Elective	3	0	3
Technical Core					
ECON	1111	Principles of Macroeconomics or			
ECON	1121	Principles of Microeconomics	3	0	3
ACCT	1104	Principles of Accounting I	4	0	4
ACCT	1105	Principles of Accounting II	4	0	4
AIS	1180	Introduction to Microcomputing	4	0	4
AIS	1181	Microcomputer Software for Business	4	0	4
BUS	2111	Organizational Behavior	3	0	3
BUS	2600	Business Law: Contracts	3	0	3
MKT	2220	Marketing	3	0	3
Technical Specialty Requirements					
BNK	2110	Money and Banking	3	0	3
BUS	1113	Introduction to Business	3	0	3
BUS	2250	Human Resource Management	3	0	3
BUS	2310	Business Ethics	3	0	3
BUS	2400	Principles of Management	3	0	3
BUS	2900	Business Management Applications	3	0	3
MKT	1227	Sales Techniques	3	0	3
Co-op or Technical Elective					
		Any BUS, ECON, MKT, BNK course in addition to required courses	3	0	3
		Total Required – Associate's Degree			**70**

RECOMMENDED FULL-TIME SCHEDULE
FIRST YEAR

Fall Semester			**Credits**
ENGL	1010	English Composition I	3
MATH	1075	Business Mathematics	3
ACCT	1104	Principles of Accounting I	4
BUS	1113	Introduction to Business	3
MKT	1227	Sales Techniques	3
Spring Semester			
SPCH	1010	Speech	3
ACCT	1105	Principles of Accounting II	4
		Humanities elective	3
ECON	1111	Principles of Macroeconomics	
		or	
ECON	1121	Principles of Microeconomics	3
		Natural Sciences Elective	
		or	
		Math Elective	3
		Social Sciences Elective	3

SECOND YEAR

Fall Semester			**Credits**
BUS	2111	Organizational Behavior	3
BNK	2110	Money and Banking	3
BUS	2250	Human Resource Management	3
BUS	2310	Business Ethics	3
BUS	2600	Business Law: Contracts	3
AIS	1180	Introduction to Microcomputing	4
Spring Semester			
AIS	1181	Microcomputer Software for Business	4
BUS	2400	Principles of Management	3
MKT	2220	Marketing	3
BUS	2900	Business Management Applications	3
		Technical Elective	3

RECOMMENDED PART-TIME SCHEDULE
FIRST YEAR

Fall Semester			**Credits**
BUS	2111	Organizational Behavior	3
BUS	1113	Introduction to Business	3
Spring Semester			
		Humanities elective	3
ECON	1111	Principles of Macroeconomics	
		or	
ECON	1121	Principles of Microeconomics	3
Summer Semester			
MATH	1075	Business Mathematics	3

SECOND YEAR

Fall Semester			**Credits**
ACCT	1104	Principles of Accounting I	4
MKT	1227	Sales Techniques	3
Spring Semester			
ENGL	1010	English Composition I	3
ACCT	1105	Principles of Accounting II	4
Summer Semester			
SPCH	1010	Speech	3
BUS	2400	Principles of Management	3

THIRD YEAR

Fall Semester			**Credits**
BNK	2110	Money and Banking	3
		Natural Sciences Elective	
		or	
		Math Elective	3
Spring Semester			
BUS	2310	Business Ethics	3
BUS	2600	Business Law: Contracts	3
Summer Semester			
AIS	1180	Introduction to Microcomputing	4
		Social Sciences Elective	3

FOURTH YEAR

Fall Semester			**Credits**
AIS	1181	Microcomputer Software for Business	4
MKT	2220	Marketing	3
Spring Semester			
BUS	2250	Human Resource Management	3
BUS	2900	Business Management Applications	3
Summer Semester			
		Technical Elective	3

Cooperative Education work experience in Business Management (Small Business Administration Concentration) can be an important addition to a student's formal classroom work. Co-op courses, if appropriate, may substitute for technical courses up to nine credit hours with the prior approval of the department head. All Co-op work must have department head approval. The Career Employment Center will provide the correct course numbers. Students participating in Cooperative Education are encouraged to work a minimum of two terms. See page 65 for more information.

General education course requirements are listed on page 145.

Tanya, *Marketing*

Q: What classes would you recommend to future students?
A: I have learned the most from my business law class. I use that knowledge in my every day situations, and Mr. Doty is a great teacher.

Q: Describe your ideal occupation?
A: My ideal occupation would be the marketing director of a non-profit animal rescue organization.

Q: What is your vision of your life after graduation?
A: The most important thing to me is happiness. Money will not go with me to heaven, and I just want to be able to wake up every day and be excited about what I am doing.

Q: What is the most important thing you have learned so far here at NSCC?
A: I have learned to stay true to myself and not evolve into what I think others think I should be.

Q: What is a "perfect day" for you?
A: Waking up with my dogs and spending the day with them without any worries. Also, not seeing someone buy cheap, off-brand food and health care for their pets.

Computer Accounting

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

The Computer Accounting program provides students with a broad-based core of accounting skills as well as a significant working knowledge of microcomputing. Current accounting topics and the use of microcomputer software are integrated into the various courses.

It is the intent of the Computer Accounting program that graduates be able to:

- Function competently in entry-level accounting and information systems positions.
- Think creatively in solving accounting and information systems problems, as well as general business problems, generating well-considered logic.
- Work effectively as individuals and in a team environment.
- Adjust rapidly to a specific microcomputer hardware/software environment.
- Develop database applications using current microcomputer software.
- Develop complete spreadsheet systems and analysis tools using current microcomputer software.
- Apply problem-solving and task-management techniques to the design and implementation of software solutions in a microcomputer environment.
- Use mathematics concepts in the solving of accounting and microcomputer problems.
- Communicate successfully in a variety of settings using oral and writing skills.

Typical jobs available for graduates include **staff accountant** – keep the general ledger, prepare financial statements, prepare tax returns, and assist with audit functions for small and medium size businesses; **paraprofessional** – prepare and record transactions relating to payroll, accounts payable, accounts receivable, cash payments, cash receipts, and other business operations; **accounting technician** and **systems analyst** – assist in the design, implementation, and maintenance of information systems; **microcomputer specialist** – works in any area of the microcomputing field, utilizing an in-depth knowledge of the use of spreadsheets, file managers, databases and other software to solve business problems.

Note: The primary purpose of this degree is to prepare students for employment immediately following graduation from Nashville State. However, some students may wish to continue in a baccalaureate program either immediately or in the future. If you plan to transfer to a four-year program after leaving Nashville State, consult with an advisor for a specialized program of study. *Failure to do so could result in a loss of credits in the transfer process.*

COURSE REQUIREMENTS

			Class	Lab	Credits
English					
ENGL	1010	English Composition I	3	0	3
SPCH	1010	Speech	3	0	3
Humanities Elective					
		Humanities Elective	3	0	3
Mathematics					
MATH	1710	College Algebra (Precalculus I)	3	0	3
MATH	1510	Statistics I	3	0	3
Social Sciences Elective					
		Social Sciences Elective	3	0	3
Business Management					
BUS	2310	Business Ethics	3	0	3
Computer Information Systems					
CIS	1030	Program Logic and Design	4	0	4
Computer Accounting and Accounting Information Systems					
ACCT	1104	Principles of Accounting I	4	0	4
ACCT	1105	Principles of Accounting II	4	0	4
ACCT	1200	Payroll Accounting	4	0	4
ACCT	2154	Intermediate Accounting I	4	0	4
ACCT	2164	Intermediate Accounting II	4	0	4
ACCT	2340	Cost and Managerial Accounting	4	0	4
ACCT	2350	Taxation	3	0	3
ACCT	2380	Microcomputer Accounting Application	2	2	3
ACCT	2740	Auditing	4	0	4
AIS	1180	Introduction to Microcomputing	4	0	4
AIS	1181	Microcomputer Software for Business	4	0	4
AIS	2600	Spreadsheet Problems	2	2	3
AIS	2840	Accounting Information Systems	4	0	4
		Total Required – Associate's Degree			**74**

RECOMMENDED DAY SCHEDULE
FIRST YEAR

Fall Semester			**Credits**
ENGL	1010	English Composition I	3
MATH	1710	College Algebra (Precalculus I)	3
ACCT	1104	Principles of Accounting I	4
AIS	1180	Introduction to Microcomputing	4
		Humanities Elective	3
		Social Sciences Elective	3

Spring Semester			
SPCH	1010	Speech	3
MATH	1510	Statistics I	3
CIS	1030	Program Logic and Design	4
ACCT	1105	Principles of Accounting II	4
AIS	1181	Microcomputer Software for Business	4

SECOND YEAR

Fall Semester			**Credits**
ACCT	2154	Intermediate Accounting I	4
ACCT	1200	Payroll Accounting	4
ACCT	2380	Microcomputer Accounting Applications	3
ACCT	2740	Auditing	4
AIS	2600	Spreadsheet Problems	3

Spring Semester			
ACCT	2164	Intermediate Accounting II	4
ACCT	2350	Taxation	3
BUS	2310	Business Ethics	3
AIS	2840	Accounting Information Systems	4
ACCT	2340	Cost and Managerial Accounting	4

Note: Courses should be taken in the sequence indicated in order to ensure graduation on schedule.

RECOMMENDED EVENING SCHEDULE
FIRST YEAR

Fall Semester			**Credits**
ENGL	1010	English Composition I	3
ACCT	1104	Principles of Accounting I	4
AIS	1180	Introduction to Microcomputing	4

Spring Semester			
MATH	1710	College Algebra (Precalculus I)	3
ACCT	1105	Principles of Accounting II	4
AIS	1181	Microcomputer Software for Business	4

Summer Semester			
SPCH	1010	Speech	3

SECOND YEAR

Fall Semester			**Credits**
ACCT	2154	Intermediate Accounting I	4
AIS	2600	Spreadsheet Problems	3

Spring Semester			
MATH	1510	Statistics I	3
ACCT	2164	Intermediate Accounting II	4

Summer Semester			
ACCT	2740	Auditing	4

THIRD YEAR

Fall Semester			**Credits**
ACCT	1200	Payroll Accounting	4
AIS	2840	Accounting Information Systems	4

Spring Semester			
BUS	2310	Business Ethics	3
ACCT	2340	Cost and Managerial Accounting	4

Summer Semester			
		Humanities Elective	3

FOURTH YEAR

Fall Semester			**Credits**
CIS	1030	Program Logic and Design	4
ACCT	2350	Taxation	3

Spring Semester			
ACCT	2380	Microcomputer Accounting Applications	3
		Social Science Elective	3

Cooperative Education work experience in Computer Accounting Technology can be an important addition to a student's formal classroom work. Co-op courses, if appropriate, may substitute for technical courses up to nine credit hours with the prior approval of the department head. All Co-op work must have department head approval. The Career Employment Center will provide the correct course numbers. Students participating in Cooperative Education are encouraged to work a minimum of two terms. See page 65 for more information.

General education course requirements are listed on page 145.

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Computer Information Systems

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

The Computer Information Systems program prepares students to function as entry-level computer programmers and systems analysts. Preparing solutions to practical business problems is emphasized throughout the program. All courses are practical, not theoretical. Each graduate will have written, tested, and debugged programs in several of the major programming languages. Each graduate will have developed a practical business system, studied communications systems and programming, and will have knowledge of different operating systems and hardware.

It is the intent of the Information Technology Department that graduates of the Computer Information Systems program be able to:

- Function competently in entry-level programmer/analyst positions.
- Think creatively in solving problems, generating well-considered logic.
- Work effectively as individuals and in a team environment.
- Adjust rapidly to a specific hardware/ software environment.
- Develop database applications using current interfaces with procedural and object-oriented languages.
- Apply problem-solving and task management techniques to solve organizational computer applications.
- Use mathematics concepts in research, design, programming, and debugging business-related applications.
- Communicate successfully in a variety of settings using oral and written skills.
- Use concepts taught in general education courses through reinforcement in the Computer Information Systems curriculum and application to class exercises and projects.

All students take the same courses the first semester. However, students can focus either on developing application programs designed for client platforms or developing WEB applications by choosing electives geared toward those goals.

MICROCOMPUTER CONCENTRATION

COURSE REQUIREMENTS

			Class	Lab	Credits
English					
ENGL	1010	English Composition I	3	0	3
SPCH	1010	Speech	3	0	3
Humanities					
PHIL	1111	Introduction to Ethics	3	0	3
Mathematics					
MATH	1160	Finite Mathematics I	3	0	3
MATH	1510	Statistics	3	0	3
Social Sciences Elective					
		Social Sciences Elective	3	0	3
Computer Accounting Technology					
ACCT	1104	Principles of Accounting I	4	0	4
ACCT	1105	Principles of Accounting II	4	0	4
Computer Information Systems					
CTD	1010	Computer Operating System Environment	3	0	3
CIS	1010	Introduction to Data Processing	3	0	3
CIS	1030	Program Logic and Design	4	0	4
CIS	2217	Visual BASIC	4	0	4
CIS	2220	C Language Programming	4	0	4
CIS	2221	C++ Programming	4	0	4
CIS	2230	Microcomputer Database Programming	4	0	4
CIS	2240	Micro Systems Design Project	3	0	3
CIS		Elective	4	0	4
CIS		Elective	4	0	4
CIS		Elective	4	0	4
		Total Required – Associate's Degree			**67**

CIS Electives: Recommended for WEB Developers

CIS	2170	Web Applications Development I	4	0	4
CIS	2180	Web Applications Development II	4	0	4
CIS	2270	JAVA Application Development	4	0	4

CIS Electives…Recommended for Applications Developers

CIS	2218	Advanced Topics in Visual Basic	4	0	4
CIS	2330	Oracle Database Design/Develop. I.	4	0	4
CIS	2340	Oracle Database Design/Develop. II.	4	0	4

RECOMMENDED FULL-TIME SCHEDULE
FIRST YEAR

Fall Semester			**Credits**
ENGL	1010	English Composition I	3
MATH	1160	Finite Mathematics I	3
CIS	1010	Introduction to Electronic Data Processing	3
CTD	1010	Computer Operating System Environment	3
CIS	1030	Program Logic and Design	4
Spring Semester			
PHIL	1111	Introduction to Ethics	3
ACCT	1104	Principles of Accounting I	4
CIS	2220	C Language Programming	4
CIS	2230	Microcomputer Database Programming	4

SECOND YEAR

Fall Semester			**Credits**
MATH	1510	Statistics	3
ACCT	1105	Principles Accounting II	4
CIS	2221	C++ Programming	4
CIS	2217	Visual Basic	4
CIS		Elective	4
Spring Semester			
SPCH	1010	Speech	3
CIS	2240	Micro Systems Design Project	3
CIS		Elective	4
CIS		Elective	4
		Social Sciences Elective	3

RECOMMENDED PART-TIME SCHEDULE
FIRST YEAR

Fall Semester			**Credits**
CIS	1010	Introduction to Electronic Data Processing	3
CTD	1010	Computer Operating System Environment	3
Spring Semester			
ENGL	1010	English Composition I	3
CIS	1030	Program Logic and Design	4
Summer Semester			
MATH	1160	Finite Mathematics I	3

SECOND YEAR

Fall Semester			**Credits**
ACCT	1104	Principles of Accounting I	4
CIS	2220	C Language Programming	4
Spring Semester			
CIS	2230	Microcomputer Database Programming	3
CIS	2221	C++ Programming	4
Summer Semester			
ACCT	1105	Principles of Accounting II	4

THIRD-YEAR

Fall Semester			**Credits**
CIS	2217	Visual BASIC	4
CIS		Elective	4
Spring Semester			
SPCH	1010	Speech	3
CIS		Elective	4
Summer Semester			
		Social Sciences Elective	3

FOURTH YEAR

Fall Semester			**Credits**
MATH	1510	Statistics	3
CIS		Elective	4
Spring Semester			
CIS	2240	Micro Systems Design Project	3
PHIL	1111	Introduction to Ethics	3

Cooperative Education work experience in Computer Information Systems (Microcomputer Concentration) can be an important addition to a student's formal classroom work. Co-op courses, if appropriate, may substitute for technical courses up to nine credit hours with the prior approval of the department head. All Co-op work must have department head approval. The Career Employment Center will provide the correct course numbers. Students participating in Cooperative Education are encouraged to work a minimum of two terms. See page 65 for more information.

Computer Networking Technology

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

The primary goal of the Computer Networking Technology Associate's degree program is to prepare individuals to function as entry-level networking technicians in an environment where data/telecommunications equipment exists (or plans exist to install such equipment) and is utilized as an integral part of the organization's information processing systems and procedures.

Graduates of this program will be employed in areas in which a broad knowledge of computer operating systems protocol is required, as well as techniques for establishing physical connections between various computer platforms. Graduates will possess knowledge applicable to small firms utilizing stand-alone local area networks and to large firms utilizing distributed workgroups that are linked directly over a shared medium and/or indirectly through a host computer. Students will receive instruction in interconnecting computers of different platforms. They will be exposed to the various media used to make the connection at the target computer and to the operating system protocol that the target computer utilizes in order to recognize and communicate with other computers.

In addition to the technical skills that graduates of this program will possess, they will also possess verbal and written communication skills and mathematics skills. Humanities and social science courses are included in the program in order to ensure that graduates have a broad range of discipline areas and interpersonal skills. Typical positions available to graduates of the program include: **communications service technician** – installs and maintains various types of communications equipment with service occasionally provided at the customer site; **communication network technician** – installs and does initial and follow-up operational checks of various networking installations with work typically provided at customer sites; and **repair (maintenance) technician** – provides customer service repair response.

It is the intent of the Information Technology department that graduates of the Computer Networking Technology program be able to:

- Function competently in entry-level network technician positions.
- Proficiently use various operating environments to include DOS, Windows, Novell, and UNIX.
- Prepare various network servers to include Novell, Windows, and UNIX.
- Prepare client workstation software to communicate with network servers.
- Install and configure network interface cards.
- Select and install appropriate cabling systems.
- Install and configure networking equipment to include routers, bridges, gateways, and repeaters.
- Troubleshoot and analyze network hardware and software problems.
- Install, implement, and utilize network management tools and procedures.
- Communicate successfully in a variety of settings using oral and written skills.
- Use concepts taught in general education courses that are reinforced in the Communications Technology curriculum.

Note: The primary purpose of this degree is to prepare students for employment immediately following graduation from Nashville State is a Novell Education Academic Partner (NEAP). Contact your advisor for information about course requirements for the CNA/CNE exams. Nashville State is a CISCO Regional Academy. Contact your advisor for information about course requirements for the CCNA exam.

COURSE REQUIREMENTS

			Class	Lab	Credits
English					
ENGL	1010	English Composition I	3	0	3
SPCH	1010	Speech	3	0	3
Humanities Elective					
		Humanities Elective	3	0	3
Mathematics					
MATH	1610	Finite Math I	3	0	3
MATH	1510	Statistics	3	0	3
Social Sciences Elective					
		Social Sciences Elective	3	0	3
Computer Information Systems					
CIS	2215	Basic Programming for Engineering Technology	2	2	3
Electronic Engineering Technology					
EET	1150	Intro to Digital and Electronics Circuits	2	2	3
Computer Technology					
CPT	2425	UNIX/LINUX	4	0	4
Communications Technology					
CTD	1010	Computer Operating System Environment	3	0	3
CMT	1010	Survey of Communications Technology	3	0	3
CMT	1050	Netware Administration I	4	0	4
CMT	1060	CISCO Routers I	4	0	4
CMT	1160	CISCO Routers II	4	0	4
CMT	1170	Windows Administration I	4	0	4
CMT	2040	Novell Networking Technologies	4	0	4
CMT	2350	Windows Administration II	4	0	4
CMT	2130	Applied Networking	4	0	4
		Technical Electives			8
		Total Required – Associate's Degree			**70**

RECOMMENDED FULL-TIME SCHEDULE
FIRST YEAR

Fall Semester			**Credits**
ENGL	1010	English Composition I	3
MATH	1610	Finite Mathematics I	3
CMT	1010	Survey of Communications Technology	3
CTD	1010	Computer Operating System Environments	3
CMT	1060	CISCO Routers I	4
		Social Science Elective	3
Spring Semester			
MATH	1510	Statistics	3
CMT	1160	CISCO Routers II	4
CMT	1170	Windows Administration I	4
CMT	1050	Netware Administration I	4
		Humanities Elective	3

SECOND YEAR

Fall Semester			**Credits**
CMT	2040	Novell Networking Technologies	4
CMT	2350	Windows Administration II	4
EET	1150	Intro to Digital and Electronics Circuits	3
		Technical Elective	4
Spring Semester			
SPCH	1010	Speech	3
CPT	2425	UNIX/LINUX	3
CMT	2130	Applied Networking	4
CIS	2215	BASIC Programming for Engineering Technology	3
		Technical Elective	4

RECOMMENDED PART-TIME SCHEDULE
FIRST YEAR

Fall Semester			**Credits**
MATH	1610	Finite Mathematics I	3
CMT	1010	Survey of Communications Technology	3
Spring Semester			
ENGL	1010	English Composition I	3
CMT	1060	CISCO Routers I	4
Summer Semester			
CTD	1010	Computer Operating System Environments	3
		Social Science Elective	3

SECOND YEAR

Fall Semester			**Credits**
MATH	1510	Statistics	3
CMT	1160	CISCO Routers II	4
Spring Semester			
CMT	1170	Windows Administration I	4
		Humanities Elective	3
Summer Semester			
CMT	1050	Netware Administration I	4
SPCH	1010	Speech	3

THIRD YEAR

Fall Semester			**Credits**
CMT	2040	Novell Networking Technologies	4
CMT	2360	Windows Administration II	4
Spring Semester			
EET	1150	Introduction to Digital and Electronics Circuits	3
Summer Semester			
CIS	2215	BASIC Programming for Engineering Technology	3

FOURTH YEAR

Fall Semester			**Credits**
CPT	2425	UNIX/LINUX	3
		Technical Elective	3
Spring Semester			
CMT	2130	Applied Networking	4
		Technical Elective	3

Computer Technology

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

The goal of the Computer Technology program is to prepare individuals to function as entry level computer technicians. Students become proficient in the operating principles, installation, and maintenance of a variety of digital computers, concentrating on the microcomputer, and various operating systems and networks.

The program emphasizes digital techniques, computer software and hardware, peripheral devices, telecommunications, operating systems, and systematic troubleshooting. Laboratory work enhances course material and gives students vital hands-on job skills. The program includes the necessary mathematics, physics, electronics, and communications skills needed as a basis for specialization. Typical positions available to graduates of this program are: **service technician** – configures hardware and software and installs, upgrades and maintains computers and their related peripheral equipment; **technical sales support employee** – helps design custom computer systems based on specific customer requirements; and **engineering aide** – works with engineers in the design and development of computer controlled equipment and devices.

It is the intent of the Information Technology department that graduates of the Computer Technology program be able to:

- Function competently in entry-level computer technician positions.
- Proficiently use various operating environments to include DOS, Windows, Novell, and UNIX.
- Install and configure workstation system and application software.
- Establish and maintain a Help Desk environment.
- Select and install appropriate computer hardware.
- Troubleshoot and analyze hardware and software problems.
- Perform routine upgrade and repair operations on computer system hardware.
- Perform basic troubleshooting on various network servers to include Novell, Windows, and UNIX.
- Communicate successfully in a variety of settings using oral and written skills.
- Use concepts taught in general education courses and reinforced in the Computer Technology curriculum.

COURSE REQUIREMENTS

			Class	Lab	Credits
English					
ENGL	1010	English Composition I	3	0	3
SPCH	1010	Speech	3	0	3
Humanities					
PHIL	1000	Critical Thinking	3	0	3
Mathematics					
MATH	1160	Finite Mathematics	3	0	3
MATH	1510	Statistics	3	0	3
Physics					
PSCI	1030	Survey of Physical Science	4	0	4
Social Sciences Elective					
		Social Sciences Elective	3	0	3
Communications Technology					
CMT	1170	Windows Administration I	4	0	4
CMT	1050	Netware Administration I	4	0	4
Computer Technology					
CPT	1010	Helpdesk Technology I	3	0	3
CPT	1500	Microprocessor System Principles	3	0	3
CPT	2320	Telecommunications	4	0	4
CTD	1010	Computer Operating System Environment	3	0	3
CPT	2410	Computer Peripherals	4	0	4
CPT	2425	UNIX/LINUX	4	0	4
CPT	2430	System Troubleshooting	4	0	4
CPT	2460	Advanced Topics in Computer Technology	4	0	4
Electronic Engineering Technology					
EET	1150	Introduction To Digital/ Electronic Circuits	2	2	3
Programming Elective					
CIS	2215	BASIC Programming for Engineering Technologies	2	2	3
		or			
CIS	2216	C Language Programming for Engineering Technologies	2	2	3
		Total Required – Associate's Degree			**65**

RECOMMENDED FULL-TIME SCHEDULE
FIRST YEAR

Fall Semester			**Credits**
MATH	1160	Finite Mathematics I	3
ENGL	1010	English Composition I	3
CPT	1010	Helpdesk Technology I	3
CTD	1010	Computer Operating System Environment	3
EET	1150	Introduction To Digital/Electronic Circuits	3
Spring Semester			
CMT	1170	Windows Administration I	4
CPT	2410	Computer Peripherals	4
PHIL	1000	Critical Thinking	3
CPT	1500	Microprocessor System Principles	3
		Social Sciences Elective	3

SECOND YEAR

Fall Semester			**Credits**
SPCH	1010	Speech	3
MATH	1510	Statistics	3
CPT	2320	Telecommunications	4
CPT	2425	UNIX/LINUX	4
		Programming Elective	3
Spring Semester			
CMT	1050	Netware Administration I	4
CPT	2430	System Troubleshooting	4
PSCI	1030	Survey of Physical Science	4
CPT	2460	Advanced Topics in Computer Technology	4

RECOMMENDED PART-TIME SCHEDULE
FIRST YEAR

Fall Semester			**Credits**
CPT	1010	Helpdesk Technology I	3
CTD	1010	Computer Operating System Environment	3
Spring Semester			
ENGL	1010	English Composition I	3
EET	1150	Introduction To Digital/Electronic Circuits	3
Summer Semester			
MATH	1160	Finite Mathematics I	3

SECOND YEAR

Fall Semester			**Credits**
CPT	1500	Microprocessor System Principles	3
CPT	2410	Computer Peripherals	4
Spring Semester			
CPT	2320	Telecommunications	4
MATH	1510	Statistics	3
Summer Semester			
SPCH	1010	Speech	3

THIRD YEAR

Fall Semester			**Credits**
CMT	1170	Windows Administration I	4
CPT	2425	UNIX/LINUX	4
Spring Semester			
PHIL	1000	Critical Thinking	3
		Programming Elective	3
Summer Semester			
PSCI	1030	Survey of Physical Science	4

FOURTH YEAR

Fall Semester			**Credits**
CPT	2430	System Troubleshooting	4
CMT	1050	560: Netware 5.0 Administration	4
Spring Semester			
CPT	2460	Advanced Topics in Computer Technology	4
		Social Science Elective	3

Cooperative Education work experience in Computer Technology can be an important addition to a student's formal classroom work. Co-op courses, if appropriate, may substitute for technical courses up to six credit hours with the prior approval of the department head. All Co-op work must have department head approval. The Career Employment Center will provide the correct course numbers. Students participating in Cooperative Education are encouraged to work a minimum of two terms. See page 65 for more information.

General education course requirements are listed on page 145.

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Culinary Arts

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

The culinary and hospitality industry is a dynamic growth industry which has an increasing demand for trained, qualified personnel. As a greater percentage of the population looks to the hospitality industry to meet their needs for entertainment, travel, and lodging, demand for culinary professionals will increase. Opportunities within the culinary industry are numerous, offering a number of career options providing excellent income potential. A few examples of these opportunities include hotel and restaurant operations, food service management, catering, baking and pastry, education, and individual entrepreneurship.

Chefs and other culinary professionals require strong cooking techniques as well as the ability to communicate and manage the resources of personnel, equipment, food inventories, and budgets. The A.A.S. degree in Culinary Arts provides the culinary education necessary to meet the needs of the industry for trained, qualified personnel.

It is the intent of the Culinary Arts program that graduates are able to demonstrate:

- Basic competency in food production cooking methods, a working knowledge of culinary terms and commercial kitchen functions.
- Knowledge of nutrition principles, menu planning, cost and inventory control, and approved safety and sanitation principles.
- The ability to think creatively, work effectively in team environments and develop strong and efficient cooking techniques.
- Management techniques and an awareness of the functions of all areas of the food service industry.

These skills are reinforced through internship assignments, which provide the student an opportunity to develop their culinary technique and apply classroom experience.

Note: The primary purpose of this degree is to prepare students for employment immediately following graduation from Nashville State. However, some students may wish to continue in a baccalaureate program either immediately or in the future. If you plan to transfer to a four-year program after leaving Nashville State, consult the department head for a specialized program of study. *Failure to do so could result in a loss of credits in the transfer process.*

COURSE REQUIREMENTS

			Class	Lab	Credit
English					
ENGL	1010	English Composition I	3	0	3
SPCH	1010	Speech	3	0	3
Humanities Elective					
		Humanities Elective	3	0	3
Mathematics					
MATH	1075	Business Math	3	0	3
Natural Science Elective					
		Natural Science Elective & Lab	3	2	4
Social Sciences Elective					
		Social Sciences Elective	3	0	3
Accounting and Accounting Information Systems					
ACCT	1104	Principles of Accounting I	4	0	4
AIS	1180	Introduction to Microcomputing	4	0	4
		or			
AIS	1181	Microcomputer Software for Business	4	0	4
Business Management					
BUS	2111	Organizational Behavior	3	0	3
Technical Specialty					
CUL	1010	Hospitality I	3	0	3
CUL	1015	Sanitation and Safety	2	0	2
CUL	1020	Baking Skills	1	4	3
CUL	1030	Hospitality II: Culinary Supervision	3	0	3
CUL	1040	Culinary I	2	2	3
CUL	1045	Culinary II	1	4	3
CUL	1050	Nutrition & Menu Planning	3	0	3
CUL	2010	Purchasing & Cost Control	3	0	3
CUL	2020	Advanced Baking & Pastry	1	4	3
CUL	2030	Garde Manger & Catering	1	4	3
CUL	2035	Table Service & Beverage Management	1	2	2
CUL	2050	Culinary III	1	4	3
CUL	2055	International Cuisine	1	4	3
CUL	2210	Internship I	0	0	1
CUL	2220	Internship II	0	0	1
		Total Required – Associate's Degree			**69**

RECOMMENDED FULL-TIME SCHEDULE
FIRST YEAR

Fall Semester			**Credits**
CUL	1015	Sanitation & Safety	2
CUL	1010	Hospitality I	3
CUL	1040	Culinary I	3
ENGL	1010	English Composition I	3
MATH	1075	Business Mathematics	3
AIS	1180	Introduction to Microcomputing	4
		or	
AIS	1181	Microcomputer Software for Business	4

Spring Semester			**Credits**
CUL	1045	Culinary II	3
CUL	1020	Baking Skills	3
CUL	1050	Nutrition & Menu Planning	3
CUL	1030	Hospitality II: Culinary Supervision & Management	3
SPCH	1010	Speech	3
		Natural Science elective	4

Summer Semester			**Credits**
CUL	2210	Internship I	1

SECOND YEAR

Fall Semester			**Credits**
CUL	2050	Culinary III	3
CUL	2020	Advanced Baking & Pastry	3
CUL	2010	Purchasing & Cost Control	3
ACCT	1104	Accounting I	4
		Humanities Elective	3

Spring Semester			**Credits**
CUL	2055	International Cuisine	3
CUL	2035	Table Service & Beverage Management	2
CUL	2030	Garde Manger & Catering	3
		Social Sciences Elective	3
BUS	2111	Organizational Behavior	3
CUL	2220	Internship II	1

General education course requirements are listed on page 145.

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Early Childhood Education

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

Early childhood education provides training for individuals seeking employment in the field of child care and early education. Graduates of the program will have the skills and knowledge for careers as teachers, assistant teachers, caregivers, and administrators in a variety of early childhood settings including child care centers, family child care homes, Head Start programs, before and after school programs, and public and private preschools. The focus of the Associate of Applied Science degree is to prepare early education professionals to work effectively with infants, toddlers, preschoolers, and primary age children birth to age nine.

It is the intent that graduates of the Early Childhood Program be able to:

- Promote child development and learning of young children.
- Build family and community relationships.
- Observe, document, and assess to support young children and families.
- Design, implement, and evaluate experiences that promote positive development and learning for all children.
- Identify and conduct themselves as members of the early childhood profession.

Students may choose to use this program as a stepping stone into higher levels of education. Students are prepared for further academic training if they choose to transfer to a four-year institution to pursue a bachelor's degree in early childhood education (Pre-school–4th grade teacher licensure). If a student plans to transfer, the student should consult his/her advisor for a specialized program of study. *Failure to do so could result in a loss of credits in the transfer process.*

Clinical Practicum Courses I, II, and III: A student who wishes to register for any of the three ECED Clinical Practicum courses MUST contact his/her advisor for department permission to enroll in the course. Before registering for any Clinical Practicum course (I, II, or III), a student must have:

a. attained a grade of "C" or higher in all ECED courses taken;

b. met all prerequisite requirements;

c. attended a mandatory orientation meeting the semester prior to the semester he/she wishes to register for the course;

d. completed a Student Information Form; and

e. received permission from his/her advisor to register for the course.

Grading Policy for Early Childhood Majors: A grade of "C" or above must be earned in all Early Childhood courses prior to graduation. The student majoring in ECED must receive a "C" or above in each course in order to meet prerequisite requirements for subsequent courses.

COURSE REQUIREMENTS

			Class	Lab	Credit
English					
ENGL	1010	English Composition I	3	0	3
SPCH	1010	Speech	3	0	3
Humanities					
		Humanities Elective	3	0	3
Mathematics					
		Math Elective	3	0	3
Natural Sciences					
		Natural Sciences Elective (must include lab)	3	2	4
Social Sciences					
		Social Sciences Elective	3	0	3
General Electives					**6**
Early Childhood Required Courses					
ECED	1010	Introduction to Early Childhood Education	2	0	2
ECED	2010	Safe, Healthy Learning Environments	3	0	3
ECED	2015	Early Childhood Curriculum	3	0	3
ECED	2020	Infant, Toddler, and Child Development	3	0	3
ECED	2040	Family Dynamics and Community Involvement	3	0	3
ECED	2060	Development of Exceptional Children	3	0	3
ECED	2070	Developmental Assessment	3	0	3
ECED	2080	Language and Literacy in Early Childhood	3	0	3
ECED	2085	Math and Science in Early Childhood	3	0	3
ECED	2130	Clinical Practicum I	1	2	2
ECED	2140	Clinical Practicum II	1	2	2
ECED	2150	Clinical Practicum III	1	2	2
ECED Elective (choose one of the following)					
ECED	2030	Infant and Toddler Care	3	0	3
ECED	2050	Psychomotor Development	3	0	3
ECED	2080	Creative Development	3	0	3
ECED	2100	The Mentoring Teacher	3	0	3
ECED	2110	Advanced Learning Environments	3	0	3
ECED	2120	Administration of Child Care Centers	3	0	3
ENGL	2260	Elementary Children's Literature	3	0	3

RECOMMENDED FULL-TIME SCHEDULE
FIRST YEAR

Fall Semester

ENGL	1010	English Composition I 3
MATH		Math Elective 3
ECED	1010	Introduction to Early Childhood Education 2
ECED	2010	Safe, Healthy, Learning Environments 3
ECED	2130	Clinical Practicum I 2

Spring Semester

		Natural Science Elective 4
		General Education Elective 3
SPCH	1010	Speech 3
ECED	2015	Early Childhood Curriculum 3
ECED	2020	Infant, Toddler, Child Development 3

SECOND YEAR

Fall Semester

ECED	2040	Family Dynamics and Community Involvement 3
ECED	2060	Development of Exceptional Children 3
ECED	2080	Language and Literacy in Early Childhood 3
ECED	2085	Math and Science in Early Childhood 3
ECED	2140	Clinical Practicum II 2

Spring Semester

ECED	2070	Development Assessment 3
ECED	2150	Clinical Practicum III 2
		ECED Elective 3
		Humanities Elective 3
		Social Sciences Elective 3
		General Elective 3

Part-time Schedule: Many students may wish to enroll in the ECED program on a part-time basis. Students are encouraged to enroll in at least two semester courses each semester (including summer) in order to complete the degree in approximately four years. Courses are offered during the daytime, evenings, and weekends. A student should be able to complete most requirements for the degree in the evening/weekend program.

Electrical Engineering Technology

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

This program emphasizes both theory and practical applications in applied electrical engineering technology. Graduates have a diversified understanding of modern methods and insight in comprehending new and future developments.

Applied mathematics, physics, and liberal arts courses support comprehensive electrical technology studies. Laboratory experiments coordinate with classroom theory to provide practical hands-on learning. Students analyze industrial, commercial, and utility electrical power systems and study electrical and automated control systems with application to processing and manufacturing industries.

Graduates' careers are typically as electrical engineering technicians – working with engineering teams; planning, specifying, purchasing, installing, testing, operating, and maintaining electrical systems, equipment, and controls in such important activities as: industrial plant engineering; manufacturing methods and quality assurance; automatic control of complex industrial processes; electrical facilities in building construction; operation and maintenance of electrical and associated equipment; electrical design and specifications and drawing development in professional consulting engineering activities; and electrical power company systems and equipment.

Note: The primary purpose of this degree is to prepare students for employment immediately following graduation from Nashville State. However, some students may wish to continue in a baccalaureate program either immediately or in the future. If you plan to transfer to a four-year program after leaving Nashville State, consult the department head for a specialized program of study. *Failure to do so could result in a loss of credits in the transfer process.*

COURSE REQUIREMENTS

			Class	Lab	Credits
English					
ENGL	1010	English Composition I	3	0	3
Humanities and Social Science Electives					
		Humanities Elective	3	0	3
		Social Sciences Elective	3	0	3
Mathematics					
MATH	1085	Technical Math I	5	0	5
MATH	1095	Technical Math II	3	0	3
Physics					
PHYS	2010	Non-Calculus-Based Physics I	3	3	4
PHYS	2010	Non-Calculus-Based Physics II	3	3	4
Computer-Aided Drafting					
CAD	1200	Computer-Aided Drafting I	1	4	3
Computer Information Systems					
CIS	2215	BASIC Programming for Engineering	2	2	3
		or			
CIS	2216	C Language for Engineering Technologies	2	2	3
Engineering Technology					
ENGR	1000	Introduction to Engineering Technology	2	2	3
Electrical Engineering Technology					
EET	1110	Electric Circuits	4	2	5
EET	1210	Electronic Circuits	4	2	5
EET	1220	Transformers/Rotating Machines	2	2	3
EET	1400	Digital Electronics	2	2	3
EET	2020	Industrial Control Systems	3	2	4
EET	2600	Automatic Control Systems	3	2	4
EET	2640	Power Distribution	3	2	4
Technical Electives (3 credits required)					
		Co-operative Education			1.5 or 3
EET	2215	Introduction to Fiber Optics	2	2	3
ENGR	1150	Engineering Graphics	0	4	2
MFG	2015	Hydraulics and Pneumatics	3	3	4
		Total Required – Associate's Degree			**65**

RECOMMENDED FULL-TIME SCHEDULE
FIRST YEAR

Fall Semester			**Credits**
ENGL	1010	English Composition I	3
MATH	1085	Technical Math I	5
CIS	2216	C Language for Engineering Technologies	3
ENGR	1000	Introduction to Engineering Technology	3
EET	1110	Electric Circuits	5

Spring Semester			
MATH	1095	Technical Math II	3
PHYS	2010	Non-Calculus-Based Physics I	4
EET	1210	Electronic Circuits	5
EET	1220	Transformers/Rotating Machines	3
EET	1400	Digital Electronics	3

SECOND YEAR

Fall Semester			
PHYS	2020	Non-Calculus-Based-Physics II	4
EET	2020	Industrial Control Systems	4
EET	2640	Power Distribution	4
CAD	1200	Computer-Aided Drafting I	3

Spring Semester			
EET	2600	Automatic Control Systems	4
		Technical Elective	3
		Social Sciences Elective	3
		Humanities Elective	3

Cooperative Education work experience in Electrical Engineering Technology can be an important addition to a student's formal classroom work. Co-op courses, if appropriate, may substitute for technical courses up to seven credit hours with the prior approval of the department head. All Co-op work must have department head approval. The Career Employment Center will provide the correct course numbers. Students participating in Cooperative Education are encouraged to work a minimum of two terms. See page 65 for more information.

General education course requirements are listed on page 145.

Electronic Engineering Technology

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

The Electronic Engineering Technology program provides graduates for various types of occupations involving electronics. The program is broad, rigorous, and comprehensive enough to ensure appropriate competencies in mathematics, physics, communication skills, and electronics. It also provides enough technical electives to allow students to tailor, to some degree, the training toward their future or present employment. Typical areas of emphasis are communications, electronic repair, manufacturing, and field service repair. The student receives extensive hands-on experience in all the electronic courses using equipment now available on the job.

Typical jobs for graduates of this program are: customer service technician – installs and maintains various types of electronic equipment with service occasionally provided at the customer site; electronic engineering aide – assists engineers in the design, development, and testing of electronic equipment; industrial maintenance technician – works as an electronic repair technician in large industrial sites; and communications technician – installs and maintains various types of communications, broadcasting, or cable television equipment.

Note: The primary purpose of this degree is to prepare students for employment immediately following graduation from Nashville State. However, some students may wish to continue in a baccalaureate program either immediately or in the future. If you plan to transfer to a four-year program after leaving Nashville State, consult the department head for a specialized program of study. *Failure to do so could result in a loss of credits in the transfer process.*

COURSE REQUIREMENTS

			Class	Lab	Credits
English					
ENGL	1010	English Composition I	3	0	3
Humanities and Social Science Electives					
		Humanities Elective	3	0	3
		Social Sciences Elective	3	0	3
Mathematics					
MATH	1085	Technical Math I	5	0	5
MATH	1095	Technical Math II	3	0	3
Physics					
PHYS	2010	Non-Calculus-Based Physics I	3	3	4
PHYS	2020	Non-Calculus-Based Physics II	3	3	4
Computer Information Systems					
CIS	2216	C Language for Engineering Technologies	2	2	3
Engineering Technology					
ENGR	1000	Introduction to Engineering Technology	2	2	3
Electronic Engineering Technology					
EET	1110	Electric Circuits	4	2	5
EET	1210	Electronic Circuits	4	2	5
EET	1400	Digital Electronics	2	2	3
EET	2110	Industrial Electronics	4	2	5
EET	2215	Introduction to Fiber Optics	2	2	3
EET	2221	Electronic Communications	2	2	3
EET	2222	Advanced Digital Communications	2	2	3
Technical Electives (6 credits required)					
		Co-operative Education	(1.5 or 3.0 credits)		
EET	2210	Circuit Analysis	1	2	2
EET	2230	Network Analysis	0	4	2
EET	2240	Instrumentation	2	2	3
CAD	1200	Computer-Aided Drafting I	1	4	3
CPT	1500	Microprocessor Systems Principles	3	0	3
		Total Required – Associate's Degree			**64**

RECOMMENDED FULL-TIME SCHEDULE
FIRST YEAR

Fall Semester			**Credits**
ENGL	1010	English Composition I	3
MATH	1085	Technical Math I	5
CIS	2216	C Language for Engineering Technologies	3
ENGR	1000	Introduction to Engineering Technology	3
EET	1110	Electric Circuits	5

Spring Semester			
MATH	1095	Technical Math II	3
PHYS	2010	Non-Calculus-Based Physics I	4
EET	1210	Electronic Circuits	5
EET	1400	Digital Electronics	3
		Humanities Elective	3

SECOND YEAR

Fall Semester			**Credits**
PHYS	2020	Non-Calculus-Based Physics II	4
EET	2110	Industrial Electronics	5
EET	2221	Electronic Communication	3
		Technical Elective	3

Spring Semester			
EET	2222	Advanced Digital Communications	4
EET	2215	Introduction to Fiber Optics	3
		Technical Elective	3
		Social Sciences Elective	3

Cooperative Education work experience in Electronic Engineering Technology can be an important addition to a student's formal classroom work. Co-op courses, if appropriate, may substitute for technical courses up to seven credit hours with the prior approval of the department head. All Co-op work must have department head approval. The Career Employment Center will provide the correct course numbers. Students participating in Cooperative Education are encouraged to work a minimum of two terms. See page 65 for more information.

General education course requirements are listed on page 145.

Engineering Technology

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

The goal of the Engineering Technology Associate's degree program is to teach engineering technicians, at the two-year level, the basics of engineering and technology so that they will be able to enter the workforce and perform various technical duties at a wide range of small and large companies. Each student will choose one of the following concentrations:

- Architectural Engineering Technology
- Civil Engineering Technology
- Automated Control Systems (classes taught primarily on the Cookeville campus)

It is the intent of the Engineering Technology program that all graduates:

- Understand the various disciplines in engineering technology and how they relate to each other and how technicians in these areas interrelate.
- Be competent in drafting techniques and particularly in Computer-Aided Drafting.
- Possess basic technical knowledge and skills in their chosen discipline.
- Be able to communicate effectively both in written and oral form.
- Work well within a team.
- Find employment in their major field.

Note: The primary purpose of this degree is to prepare students for employment immediately following graduation from Nashville State. However, some students may wish to continue in a baccalaureate program either immediately or in the future. If you plan to transfer to a four-year program after leaving Nashville State, consult the department head for a specialized program of study. *Failure to do so could result in a loss of credits in the transfer process.*

Architectural Concentration

The technical content of this program supplies a broad background in the many different areas of applied architecture and construction. The program places a strong emphasis on drafting by both traditional and computer-aided methods. Students also take courses in specifications, estimating, construction materials and methods, structures, surveying, plumbing, mechanical, and electrical systems. This wide selection of courses acquaints the student with an entire construction project, from design through completed construction.

Typical positions available to graduates include: **computer-aided drafters** — develop design drawings using computers; **estimators** — prepare quantity and cost estimates for contractors and material suppliers; **detailers** — prepare shop drawings; **assistant superintendents** — assist in checking shop drawings, ordering materials and laying out the structure; and **inspectors** — visit the site to determine if the work is carried out according to plans and specifications.

With additional job experience, the graduates assume more responsibility and can become superintendents and project managers.

COURSE REQUIREMENTS

		Class	Lab	Credits
English				
ENGL 1110	English Composition I	3	0	3
ENGL 2112	Report Writing	3	0	3
Humanities and Social Science Electives				
	Humanities Elective	3	0	3
	Social Sciences Elective	3	0	3
Math				
MATH 1085	Technical Math I	5	0	5
MATH 1095	Technical Math II	3	0	3
Physics				
PHYS 2010	Non-Calculus-Based Physics I	3	0	3
Engineering Technology				
ENGR 1000	Introduction to Engineering Technology	2	2	3
Computer-Aided Drafting				
CAD 1200	Computer-Aided Drafting I	1	4	3
CAD 1300	Computer-Aided Drafting II	0	6	3
Civil and Construction Engineering Technology				
CIT 1220	Materials and Methods of Construction	3	0	3
CIT 2110	Structural Mechanics	3	0	3
CIT 2400	Structural Design	3	0	3
Architectural Engineering Technology				
ACT 1161	Residential Drafting and Construction	2	6	4
ACT 1341	Commercial Drafting and Codes	1	6	3
ACT 2160	Building Utilities	3	0	3
ACT 2241	Advanced Architectural Drafting	1	5	3
ACT 2440	Specifications and Estimating	2	2	3

Technical Electives (4 credit hours total)
Co-operative Education (1.0 to 3.0 credit hours)

ENGR	1150*	Engineering Graphics	0	4	2
ACT	1391	History of Architecture	3	0	3
ACT	2122	Architectural Presentations	0	6	3
CIT	2300	Site Design	1	6	3
CAD	2113	3-D AutoCAD & Modeling	2	2	3
CIT	2130	Surveying I	2	3	3
		Total Required – Associate's Degree			**64**

*If a student enters the program with little or no previous drafting background, then that student must take ENGR 1150, Engineering Graphics, as one of his/her Technical Electives and ENGR 1150 must be taken prior to or along with CAD 1200 CAD I.

RECOMMENDED FULL-TIME SCHEDULE
FIRST YEAR

Fall Semester			**Credits**
ENGL	1010	English Composition I	3
MATH	1085	Technical Math I	5
ENGR	1000	Introduction to Engineering Technology	3
CAD	1200	Computer-Aided Drafting I	3
		Humanities Elective or Technical Elective*	2–3

*If a student enters the program with little or no previous drafting background, then that student must take ENGR 1150, Engineering Graphics, as one of his/her Technical Electives and ENGR 1150 must be taken prior to or along with CAD 1200 CAD I.

Spring Semester			
MATH	1095	Technical Math II	3
ACT	1161	Residential Drafting and Construction	4
CAD	1300	Computer-Aided Drafting II	3
CIT	1220	Materials and Methods of Construction	3
CIT	1230	Testing of Materials	2
		Technical Elective	3

SECOND YEAR

Fall Semester			
ACT	1341	Commercial Drafting and Codes	3
ACT	2160	Building Utilities	3
CIT	2110	Structural Mechanics	3
PHYS	2010	Non-Calculus-Based Physics I	4
		Social Science Elective	3
Spring Semester			
ACT	2241	Advanced Architectural Drafting	3
CIT	2400	Structural Design	3
ENGL	2112	Report Writing	3
ACT	2440	Specifications and Estimating	3
		Humanities or Technical Elective	3

Cooperative Education work experience in Architectural Engineering Technology can be an important addition to a student's formal classroom work. Co-op courses may be used as technical electives. All Co-op work must have department head approval. The Career Employment Center will provide the correct course numbers. Students participating in Cooperative Education are encouraged to work a minimum of two terms. See page 65 for more information

General education course requirements are listed on page 145.

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Automated Control Systems Concentration

(Many technical courses for this program will be offered only on the NSCC Cookeville campus.)

Industrial and manufacturing facilities are currently experiencing major changes. Most companies are becoming increasingly automated, and in many the integration of various aspects of the company into a central computer-controlled process is a reality. The need for people who are capable of working in this environment is becoming more and more critical. The Automated Control System concentration is a course of study designed by NSCC and the plant managers/manufacturing supervisors from Middle Tennessee companies to satisfy this need for trained employees.

A graduate of this program would be capable of employment in such varied manufacturing areas as control systems technician, manufacturing technician, drafting, and industrial maintenance. Upon completion of study, the graduate of this program will be able to install, modify, maintain and troubleshoot automatic control systems, program PLCs and other intelligent control devices, and perform drafting and CAD operations.

COURSE REQUIREMENTS

English			**Class**	**Lab**	**Credits**
ENGL	1110	English Composition I	3	0	3
ENGL	2112	Report Writing	3	0	3
Humanities and Social Science Electives					
		Humanities Elective	3	0	3
		Social Sciences Elective	3	0	3
Math					
MATH	1085	Technical Math I	5	0	5
MATH	1510	Statistics I	3	0	3
Physics					
PHYS	2010	Non-Calculus-Based Physics I	3	3	4
Computer Technology					
CTD	1010	Computer Operating System Environment	3	0	3
Engineering Technology					
ENGR	1000	Introduction to Engineering Technology	2	2	3
Computer-Aided Drafting					
CAD	1200	Computer-Aided Drafting I	1	4	3
Electrical Engineering Technology					
EET	1110	Electric Circuits	4	2	5
Industrial Maintenance					
IMC	1220	Digital Principles	3	3	4
IMC	2200	Programmable Logic Controllers	3	3	4
Manufacturing Engineering Technology					
MFG	2015	Hydraulics and Pneumatics	3	3	4
MFG	2040	Programmable Motion Controllers	3	3	4
MFG	2050	Graphical Machine Interfaces	2	2	3
MFG	2060	Industrial Communications	2	2	3
MFG	2140	Programmable Process Controllers	2	2	3
MFG	2150	Computer Integrated Lab	2	3	3

Technical Electives (2 credit hours total)

Co-operative Education (1.5 or 3.0 credit hours)

ENGR	1150*	Engineering Graphics	0	4	2
CIS	2215	BASIC Programming for Engineering Technology	2	2	3
MFG	2300	Robotics	3	3	4

Total Required – Associate's Degree 65

* If a student enters the program with little or no previous drafting background, then that student must take ENGR 1150, Engineering Graphics, as one of his/her Technical Electives and ENGR 1150 must be taken prior to or along with CAD 1200 CAD I.

RECOMMENDED PART-TIME SCHEDULE
FIRST YEAR

Fall Semester			**Credits**
ENGL	1010	English Composition I	3
MATH	1085	Technical Math I	5
CTD	1010	Computer Operating Systems Environment	3
ENGR	1000	Introduction to Engineering Technology	3
		Humanities or Technical Elective*	2 or 3

* If a student enters the program with little or no previous drafting background, then that student must take ENGR 1150, Engineering Graphics, as one of his/her Technical Electives and ENGR 1150 must be taken prior to or along with CAD 1200 CAD I.

Spring Semester

MATH	1510	Statistics I	3
IMC	2200	Programmable Logic Controllers	4
EET	1110	Electric Circuits	5
IMC	1220	Digital Principles	4

SECOND YEAR

Fall Semester

ENGL	2112	Report Writing	3
CAD	1200	Computer-Aided Drafting I	3
MFG	2040	Programmable Motion Controllers	5
MFG	2010	Hydraulics and Pneumatics	4
		Social Science Elective	3

Spring Semester

PHYS	2010	Non-Calculus-Based Physics I	4
		Humanities or Technical Elective	3
MFG	2060	Industrial Communications	3
MFG	2040	Programmable Process Controllers	3
MFG	2150	Computer Integrated Lab	3

Cooperative Education work experience in Automated Control Systems can be an important addition to a student's formal classroom work. Co-op courses may be used as technical electives. All Co-op work must have department head approval. The Career Employment Center will provide the correct course numbers. Students participating in Cooperative Education are encouraged to work a minimum of two terms. See page 65 for more information

General education course requirements are listed on page 145.

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Civil and Construction Concentration

The courses in the program prepare the graduate for a variety of jobs in the office and on the site. Students receive practical instruction and hands-on experience with electronic surveying equipment, computers, and computer-aided drafting equipment, as well as traditional procedures. The student becomes knowledgeable of the design and building process.

Typical positions available to graduates include: **drafters** — who prepare maps civil, structural, and environmental design drawings; **computer-aided drafters** — who develop maps and design drawings using computers; **estimators** — who prepare quantity and cost estimates for contractors and material suppliers; **laboratory technicians** — who test soil, rock, concrete, and other construction materials; **surveyors** — who perform boundary, topographic, and construction surveys; inspectors — who visit the site to test materials and determine if the work is carried out according to plans and specifications; **assistant superintendents** — who assist in checking shop drawings, ordering materials and laying out the structure; and **detailers** — who prepare shop drawings.

With additional experience, graduates can assume more responsibility and become party chiefs, chief drafters, project managers, superintendents, and registered land surveyors.

Note: The primary purpose of this degree is to prepare students for employment immediately following graduation from Nashville State. However, some students may wish to continue in a baccalaureate program either immediately or in the future. If you plan to transfer to a four-year program after leaving Nashville State, consult the department head for a specialized program of study. *Failure to do so could result in a loss of credits in the transfer process.*

COURSE REQUIREMENTS

			Class	Lab	Credits
English					
ENGL	1110	English Composition I	3	0	3
ENGL	2112	Report Writing	3	0	3
Humanities and Social Science Electives					
		Humanities Elective	3	0	3
		Social Sciences Elective	3	0	3
Math					
MATH	1085	Technical Math I	5	0	5
MATH	1095	Technical Math II	3	0	3
Physics					
PHYS	2010	Non-Calculus-Based Physics I	3	3	4
Engineering Technology					
ENGR	1000	Introduction to Engineering Technology	2	2	3
Computer-Aided Drafting					
CAD	1200	Computer-Aided Drafting I	1	4	3
CAD	1300	Computer-Aided Drafting II	0	6	3
Civil and Construction Engineering Technology					
CIT	1220	Materials and Methods of Construction	3	0	3
CIT	1230	Testing of Materials	1	3	2
CIT	2110	Structural Mechanics	3	0	3
CIT	2130	Surveying I	2	0	3
CIT	2300	Site Design with CAD	1	6	3
CIT	2400	Structural Design	3	0	3
Other Technologies					
ENV	1150	Environmental Technology	3	0	3
ENV	2250	Water and Wastewater Systems	2	2	3
ACT	2440	Specifications and Estimating	2	2	3
Technical Electives (2 credit hours total)					
Co-operative Education (1.0 to 3.0 credit hours)					
ENGR	1150	Engineering Graphics	0	4	2
CIT	2310	Surveying II	2	2	3
CAD	2113	3-D AutoCAD & Modeling	2	2	3
CIT	2114	Construction Management	3	0	3
		Total Required – Associate's Degree			**64**

*If a student enters the program with little or no previous drafting background, then that student must take ENGR 1150, Engineering Graphics, as one of their technical electives and ENGR 1150 must be taken prior to or along with CAD 1200 CAD I.

RECOMMENDED FULL-TIME SCHEDULE
FIRST YEAR

Fall Semester

			Credits
ENGL	1010	English Composition I	3
MATH	1085	Technical Math I	5
ENGR	1000	Introduction to Engineering Technology	3
CAD	1200	Computer-Aided Drafting I	3
		Humanities Elective or Technical Elective*	2–3

*If a student enters the program with little or no previous drafting background, then that student must take ENGR 1150, Engineering Graphics, as one of their Technical Electives and ENGR 1150 must be taken prior to or along with CAD 1200 CAD I.

Spring Semester

ENGL	2112	Report Writing	3
MATH	1095	Technical Math II	3
CAD	1300	Computer-Aided Drafting II	3
CIT	1220	Materials and Methods of Construction	3
CIT	1230	Testing of Materials	2
ENV	1150	Environmental Technology	3

SECOND YEAR

Fall Semester

PHYS	2010	Non-Calculus-Based Physics I	4
CIT	2110	Structural Mechanics	3
CIT	2130	Surveying I	3
ENV	2250	Water and Wastewater Systems	3
		Social Science Elective	3

Spring Semester

ACT	2440	Specifications and Estimating	3
CIT	2300	Site Design with CAD	3
CIT	2400	Structural Design	3
		Humanities or Technical Elective	3

Cooperative Education work experience in Civil and Construction concentration can be an important addition to a student's formal classroom work. Co-op courses may be used as technical electives. All Co-op work must have department head approval. The Career Employment Center will provide the correct course numbers. Students participating in Cooperative Education are encouraged to work a minimum of two terms. See page 65 for more information

General education course requirements are listed on page 145.

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General Technology

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

The General Technology curriculum allows students flexibility in a technical specialization of their choice. Students occasionally desire to take courses in a technical speciality to enhance their employment potential based upon their personal goals or upon the request of their employers. Because of the requirements of the specific technical programs, this flexibility is not always available. Through the General Technology curriculum, students may tailor their educational programs to meet the needs of their present or potential employers or to be sure that the program of studies will meet their needs.

Students who declare this major may prepare themselves for employment in many diverse occupations. The Business and Technology concentrations allow flexibility to tailor a course of study adaptable to many occupational areas related to business, information, and engineering technologies.

Immediately upon election of this degree, the student will meet with the General Technology advisor to plan an individual course of study that will meet the student's needs and culminate in an Associate of Applied Science degree.

BUSINESS CONCENTRATION

COURSE REQUIREMENTS

		Class	Lab	Credits
English				
ENGL 1010	English Composition I	3	0	3
SPCH 1010	Speech	3	0	3
Humanities Elective				
	Humanities Elective	3	0	3
Mathematics				
MATH 1075	Business Mathematics	3	0	3
Math Elective		3	0	3
Natural Sciences				
	Natural Science Elective	3	3	3
Social Science				
	Social Science Elective	3	0	3

BUSINESS CONCENTRATION				**16**
BUS 1113	Introduction to Business	3	3	3
BUS 2310	Business Ethics	3	0	3
BUS 2400	Principles of Management.	3	0	3
ECON 1111	Principles of Macroecon.	3	0	3
ACCT 1104	Principles of Accounting	4	0	4
	Electives			**1-32**

All electives must be approved by the General Technology Coordinator and should include courses selected to meet this specific objective of the student.

or

GPT 1000 **General Technology 1-32**

Total Required – Associate's Degree 69

TECHNOLOGY CONCENTRATION

COURSE REQUIREMENTS

		Class	Lab	Credits
English				
ENGL 1010	English Composition I	3	0	3
SPCH 1010	Speech	3	0	3
Humanities Elective				
	Humanities Elective	3	0	3
Mathematics				
	Approved Math Electives	8	0	6-8
Natural Sciences				
	Natural Science Elective	3	3	3
Social Science				
	Social Science Elective`	3	0	3

TECHNICAL CONCENTRATION	**14-16**
Electives	**1-32**

All electives must be approved by the General Technology Coordinator and should include courses selected to meet this specific objective of the student.

or

GPT 1000 General Technology 1-32

Total Required – Associate's Degree 69

Cooperative work experience in General Technology (Business or Technical Concentration) can be an important addition to a student's formal classroom work. Co-op courses, if appropriate, may substitute for technical courses up to nine credit hours with prior approval of the department head. All Co-op work must have department head approval. Students participating in Cooperative Education are encouraged to work a minimum of two terms. See page 65 for more information.

General education courses requirements are listed on page 145.

Biotechnology

(Example of technology concentration)

The broadest definition of biotechnology is the use of organisms or molecules from an organism to solve a human problem. This organism can be as simple as the yeast used in making bread and wine to the complex processes to produce transgenic plants and animals. Some of the areas that use biotechnology are agriculture, drug discovery and production, bioremediation, genetic testing, and forensics.

The courses will give students an intensive hands-on experience with the various techniques of biotechnology. In addition, the basic science and math classes will give students the necessary background to do well in biotechnology or to transfer to a four-year institution for biology, medical technology, chemistry, or biochemistry.

A graduate of the program will be prepared to be a biological technician. This includes a **laboratory technician** in an industrial, government, or university laboratory who will assist a scientist in research or development or a **production technician** in a pharmaceutical company who will be involved in the manufacturing process at the lab bench.

Note: The primary purpose of this degree is to prepare students for employment immediately following graduation from Nashville State. However, some students may wish to continue in a baccalaureate program in biology, medical technology, or other area either immediately or in the future. If you plan to transfer to a four-year program after leaving Nashville State, consult the department head for a specialized program of study. *Failure to do so could result in a loss of credits in the transfer process.*

A student may use these courses in an Associate of Applied Science (A.A.S.) degree in General Technology with the Technology Concentration.

COURSE REQUIREMENTS

		Class	Lab	Credits
English				
ENGL 1010	English Composition I	3	0	3
SPCH 1010	Speech	3	0	3
Humanities and Social Science Electives				
	Humanities Elective	3	0	3
	Social Science Elective	3	0	3
Mathematics				
MATH 1710	College Algebra	3	0	3
MATH 1510	Statistics I	3	0	3
Natural Sciences				
BIOL 1110	General Biology I	3	3	4
Technical Concentration				
BIOT 1010	Introduction to Biotechnology	3	3	4
BIOT 2010	Biotechnology Lab Methods and Techniques	1	6	3
BIOT 2240	Molecular Biology Techniques	2	6	4
BIOT 2260	Cell Culturing	1	6	3
BIOT 2030	Quality Assurance in the Biotechnology Lab	1	0	1

Electives (these courses are considered electives in the General Technology A.A.S. degree program, but each of them is required for the Technical Concentration in Biotechnology.)

BIOL 1120	General Biology II	3	3	4
CHEM 1110	General Chemistry I	3	3	4
CHEM 1120	General Chemistry II	3	3	4
CHEM 2010	Organic Chemistry I	3	3	4
AIS 1180	Introduction to Microcomputing	4	0	4
ENGL 2112	Report Writing	3	0	3
BIOT 2200	Applied Microbiology	3	3	4
	Technical Elective (choose from list below)			3-4
General Elective				1-2
	Total Required – Associate's Degree			**69**

Technical Electives (one required)

BIOL 2010	Anatomy and Physiology I	3	3	4
BIOL 2211	General Botany	3	3	4
BIOL 2230	Microbiology	3	3	4
CHEM 2020	Organic Chemistry II	3	3	4
HORT 1310	Horticulture Pesticide Selection and Use	2	2	3
HORT 1010	Introduction to Horticulture Science	2	2	3

Co-op courses, if appropriate, may substitute for up to four credit hours of technical electives with the prior approval of the department head.

RECOMMENDED FULL-TIME SCHEDULE
FIRST YEAR

Fall Semester			**Credits**
ENGL	1010	English Composition I	3
MATH	1710	College Algebra	3
BIOL	1110	General Biology I	4
CHEM	1110	General Chemistry I	4
BIOT	1010	Introduction to Biotechnology	4
Spring Semester			
ENGL	2112	Report Writing	3
MATH	1510	Statistics I	3
BIOT	2200	Applied Microbiology	4
BIOL	1120	General Biology II	4
CHEM	1120	General Chemistry II	4

SECOND YEAR

First Semester			
AIS	1180	Introduction to Microcomputing	4
CHEM	2010	Organic Chemistry I	4
BIOT	2010	Biotechnology Lab Methods and Techniques	3
BIOT	2030	Quality Assurance in the Biotechnology Lab	1
		One elective from Social Science, Humanities, or Technical	3-4
		General Elective	1-2
Spring Semester			
SPCH	1010	Speech	3
BIOT	2240	Molecular Biology Techniques	4
BIOT	2260	Cell Culturing	3
		Two electives from Social Science, Humanities or Technical	6-7

RECOMMENDED PART-TIME SCHEDULE
FIRST YEAR

Fall Semester			**Credits**
MATH	1710	College Algebra	3
BIOT	1010	Introduction to Biotechnology	4
Spring Semester			
MATH	1510	Statistics I	3
ENGL	1010	English Composition I	3
		General Elective	1-2
Summer Semester			
SPCH	1010	Speech	3

SECOND YEAR

Fall Semester			**Credits**
BIOL	1110	General Biology I	4
CHEM	1110	General Chemistry I	4
Spring Semester			
BIOL	1120	General Biology II	4
CHEM	1120	General Chemistry II	4
Summer Semester			
AIS	1180	Introduction to Microcomputing	4

THIRD YEAR

Fall Semester			**Credits**
ENGL	2112	Report Writing	3
CHEM	2010	Organic Chemistry I	4
Spring Semester			
BIOT	2200	Applied Microbiology	4
		Social Science or Technical Elective	3-4
Summer Semester			
		Humanities Elective	3

FOURTH YEAR

Fall Semester			**Credits**
BIOT	2010	Biotechnology Lab Methods and Techniques	
BIOT	2030	Quality Assurance in the Biotechnology Lab	1
		Social Science or Technical Elective	3-4
Spring Semester			
BIOT	2260	Cell Culturing	3
BIOT	2240	Molecular Biology Techniques	4

Computer-Aided Drafting

(Example of technology concentration)

An example of how students can obtain an Associate of Applied Science Degree in General Technology is shown below. In this example, a student can take courses related to Computer Aided Drafting (CAD) to meet the requirements of the Technical Concentration of General Technology. The student may choose credits from other courses they have taken to fulfill the 1-32 credit elective requirement. These electives may be related to CAD or other subjects mutually agreed upon by the student and their advisor. A customized course of study is developed to fit the interests of each student.

TECHNOLOGY CONCENTRATION COURSE REQUIREMENTS

		Class	Lab	Credits
English				
ENGL 1010	English Composition I	3	0	3
SPCH 1010	Speech	3	0	3
Humanities Elective				
	Humanities Elective	3	0	3
Mathematics				
	Approved Math Electives	6-8	0	6-8
Natural Sciences				
	Natural Science Elective	3	3	3
Social Science				
	Social Science Elective	3	0	3
Technical Concentration				
Drafting and Computer-Aided-Drafting Classes				
CAD 1100	Technical Graphics	0	4	2
CAD 1200	Computer-Aided Drafting I	1	6	3
CAD 1300	Computer-Aided Drafting II	0	6	3
CAD 2113	3-D AutoCAD and Modeling	2	2	3
CAD 1510	CAD Final Project	2	0	2
ACT 1161*	Residential Drafting & Construction	2	6	4
ACT 1341*	Commercial Drafting and Codes	1	6	3
				16
Electives				**1-29**

All electives must be approved by the General Technology Coordinator and should include courses selected to meet this specific objective of the student.

Total Required – Associate's Degree 69

*Electives from other fields in engineering technology may be used with the approval of an advisor.

Horticulture

(Example of technology concentration)

In this example, a student who has completed a Technical Certificate in Horticulture wants to obtain an A.A.S. degree. They can use the credits already obtained in the Horticulture program to fulfill most of the technical concentration requirements. Other credits already completed can be used as part of the elective requirement. Additional courses in mathematics, science, humanities, and English are needed as shown in the customized curriculum plan. In a relatively short time, the student can complete the requirements of the A.A.S. in General Technology.

TECHNOLOGY CONCENTRATION COURSE REQUIREMENTS

		Class	Lab	Credits
English				
ENGL 1010	English Composition I	3	0	3
SPCH 1010	Speech	3	0	3
Humanities Elective				
	Humanities Elective	3	0	3
Mathematics				
	Approved Math Electives	6-8	0	6-8
Natural Sciences				
	Natural Science Elective	3	3	3
Social Science				
	Social Science Elective	3	0	3
				20-22
Technical Electives				
HORT 1010	Introduction to Horticultural Science			3
HORT 1110	Landscape Plant Materials			3
HORT 1140	Landscape Construction			3
HORT 1220	Soils and Fertilizers			3
HORT 1120	Landscape Design			3
HORT 2010	Internship I			1
				16
Electives				
HORT 1130	Landscape and Ground Maintenance			3
HORT 1210	Turf Grass Management			3
HORT 1310	Horticulture Pesticide Selection and Use			3
HORT 1210	Landscape Trees & Arboriculture			3
HORT 1510	Principles of Management for Horticulture			3
HORT 2020	Internship II			1
				16
Other Electives				**15-17**

All electives must be approved by the General Technology Coordinator and should include courses selected to meet this specific objective of the student.

Total Required – Associate's Degree 69

Occupational Therapy Assistant

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

The Occupational Therapy Assistant program trains students to provide services to individuals whose abilities to cope with tasks of living are threatened or impaired by developmental delays, the aging process, poverty and cultural differences, physical injury or illness, or psychological and social disability. The OTA program is accredited by the Accreditation Council of Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA) at 4720 Montgomery Lane (PO Box 31220), Bethesda, MD 20824-1220.

Telephone number 301-652-2682.

Upon completion of the academic curriculum and receiving a satisfactory rating on the OTA Professional Behavior Scale, students will participate in supervised clinical training for a minimum of 16 weeks. (This training may be in a location outside of the Middle Tennessee area, which will require relocation for 8 or 16 weeks.) After meeting all program requirements, graduates can take the certification examination administered by the National Board of Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA). Licensure by the Tennessee State Board of Occupational Therapy Examiners is required in order to practice in Tennessee. Under the supervision of a registered occupational therapist, certified assistants will implement restorative, preventive, and maintenance programs with specific goals of helping people of all ages prevent, lessen, or overcome disabling conditions.

Due to limited enrollment, students should request admission early. Contact the OTA Department concerning application and admission procedures.

In addition to college entrance requirements, the Occupational Therapy Assistant program requires the following:

1. OTA application must be on file in the OTA Department. Transcripts and ACT Compass assessment scores must be on file prior to being considered for admission into the program.
2. Students accepted in the OTA program must purchase professional liability insurance and have health insurance.
3. Interested applicants must participate in interview activities.
4. Acceptance is based on grade average and interviews.
5. Additional points are given on acceptance criteria to Tennessee residents.

Students will be responsible for travel costs, parking fees, special projects, orientation workshop, professional and health insurance, and relocation expenses during fieldwork.

Note: The primary purpose of this degree is to prepare students for employment immediately following graduation from Nashville State.

Students considering advanced degrees in OT may wish to consult with an OT advisor early on in their program.

COURSE REQUIREMENTS

		Class	Lab	Credits
English				
ENGL 1010	English Composition I	3	0	3
SPCH 1010	Speech	3	0	3
	or			
SPCH 1112	Fundamentals of Speech Communications	3	0	3
Humanities Elective				
	Humanities Elective	3	0	3
Mathematics Elective				
	Math Elective	3	0	3
Social Sciences				
PSYC 1111	Introduction to Psychology	3	0	3
Biology				
BIOL 1000	Medical Terminology	3	0	3
BIOL 2010	Anatomy & Physiology I	3	2	4
Occupational Therapy				
OTT 1110	OT Theory and Practice I	2	3	3
OTT 1120	Therapeutic Activities	2	3	3
OTT 1170	Interpersonal and Group Skills	3	0	3
OTT 1230	Human Development	4	0	4
OTT 1240	Therapeutic Activities II	1	9	4
OTT 1260	Kinesiology	2	3	3
OTT 2110	OT Theory and Practice II	2	3	3
OTT 2120	Psychosocial Dysfunction	3	0	3
OTT 2130	Treatment of Psychosocial Dysfunction	3	3	4
OTT 2140	Physical Dysfunction	2	0	2
OTT 2150	Treatment of Physical Dysfunction	4	3	5

		Contact Hours	Lab	Credits
OTT 2220	Level II Fieldwork-Psychosocial Dysfunction	320	0	8
OTT 2230	Level II Fieldwork-Physical Dysfunction	320	0	8
	Total Required-Associate's Degree			**75**

RECOMMENDED FULL-TIME SCHEDULE

Prerequisites for First Year Semester Courses:
All Remedial and Developmental Courses

FIRST YEAR

Fall Semester

			Credit
ENGL	1010	Composition I	3
BIOL	2010	Anatomy & Physiology I	4
OTT	1110*	OT Theory and Practice I	3
OTT	1120	Therapeutic Activities I	3
OTT	1170	Interpersonal and Group Skills	3
		Math Elective	3

Spring Semester

OTT	1230	Human Development	4
OTT	1240**	Therapeutic Activities II	4
OTT	1260	Kinesiology	3
BIOL	1000	Medical Terminology	3
SPCH	1111	Speech	3
		or	
SPCH	1112	Fundamentals of Speech Communication	3
		Humanities Elective	3

Summer Semester

PSYC	1111	Introduction to Psychology	3

SECOND YEAR

Fall Semester

			Credit
OTT	2110*	OT Theory and Practice II	3
OTT	2120	Psychosocial Dysfunction	3
OTT	2130	Treatment of Psychosocial Dysfunction	4
OTT	2140	Physical Dysfunction	2
OTT	2150	Treatment of Physical Dysfunction	5

Spring Semester

OTT	2220**	Level II Fieldwork-Psychosocial Dysfunction	8
OTT	2230**	Level II Fieldwork-Physical Dysfunction	8

*This course includes a clinical component.

**Level II Fieldwork must be completed within 18 months of completion of academic preparation.

Office Administration

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

Today's office administrator is considered an assistant to the executive and has the ability to assume responsibility, make decisions, and work independently. Job duties include planning, organizing, and completing office activities.

This program is designed to provide skills for those who are interested in a career as an administrative assistant in the administrative (non-specialized) or medical office environment. It also provides much of the educational background necessary for those who want to gain recognition for their skills and knowledge by passing the Certified Professional Secretary exam.

It is the intent of the Office Administration program that graduates be able to:

- Keyboard at employable standards.
- Operate personal computing equipment and use current word processing, spreadsheet, and presentation software efficiently.
- Organize time to perform work assignments and maintain a smooth flow of work when completing office tasks.
- Apply the principles of records management to electronic database systems.
- Perform general office financial transactions and record-keeping activities.
- Apply basic language arts skills in the composition and transcription of documents.
- Understand the principles of human resource management, office layout and design, equipment selection and procurement, and office management theory.
- Communicate both orally and in writing.

Concepts taught in general education courses will be reinforced in the Office Administration curriculum and applied to class exercises and projects.

Note: The primary purpose of this degree is to prepare students for employment immediately following graduation from Nashville State. However, some students may wish to continue in a baccalaureate program either immediately or in the future. If you plan to transfer to a four-year program after leaving Nashville State, consult the department head for a specialized program of study. *Failure to do so could result in a loss of credits in the transfer process.*

OFFICE ADMINISTRATION

Administrative

After an individual has completed 15 credit hours in the Office Administration program, certain credits are available based on verification of successful completion of the Certified Professional Secretary examination. The following credits will be awarded:

		Social Sciences Elective	3 Credits
OAD	2830	Office Management and Procedures	4 Credits
OAD	2400	Office Accounting	4 Credits
BUS	2310	Business Ethics	3 Credits

COURSE REQUIREMENTS

			Class	Lab	Credits
English					
ENGL	1010	English Composition I	3	0	3
SPCH	1010	Speech	3	0	3
Humanities Elective					
		Humanities Elective	3	0	3
Mathematics					
MATH	1075	Business Mathematics	3	0	3
Natural Sciences/Mathematics Elective					
		Natural Sciences or Math Elective	3	0	3
Social Sciences Elective					
		Social Sciences Elective	3	0	3
Accounting Information Systems					
AIS	1180	Introduction to Microcomputing	4	0	4
Business Management					
BUS	2310	Business Ethics	3	0	3
Office Administration					
OAD	1010	Records and Database Management Using Access	4	0	4
OAD	1115	Office Reference Manual Review	4	0	4
OAD	1120	Keyboarding/Speedbuilding	4	0	4
OAD	1220	Beginning Word Processing Using Word	4	0	4
OAD	2330	Advanced Word Processing Using Word	4	0	4
OAD	2820	Desktop Publishing Using Word	4	0	4
OAD	2260	Spreadsheets Using Excel	3	0	3
OAD	2830	Office Management and Procedures	4	0	4
OAD	2250	Presentations Using PowerPoint®	3	0	3
OAD	2400	Office Accounting	4	0	4
OAD	2700	Administrative Transcription	4	0	4
OAD	2810	Integrated Software Applications	3	0	3
		Total Required – Associate's Degree			**70**

RECOMMENDED FULL-TIME SCHEDULE
FIRST YEAR

Fall Semester			**Credits**
ENGL	1010	English Composition I	3
MATH	1075	Business Mathematics	3
AIS	1180	Introduction to Microcomputing	4
OAD	1120	Keyboarding/Speedbuilding	4
		Social Sciences Elective	3

Spring Semester			
OAD	1010	Records and Database Management Using Access	4
OAD	1115	Office Reference Manual Review	4
OAD	1220	Beginning Word Processing Using Word®	4
		Humanities Elective	3
		Math Elective or Natural Sciences Elective	3

SECOND YEAR

Fall Semester			**Credits**
OAD	2230	Advanced Word Processing Using Word®	4
OAD	2260	Spreadsheets Using Excel®	3
OAD	2250	Presentations Using PowerPoint®	3
OAD	2400	Office Accounting	4
OAD	2700	Administrative Transcription	4

Spring Semester			
SPCH	1010	Speech	3
BUS	2310	Business Ethics	3
OAD	2820	Desktop Publishing Using Word®	4
OAD	2830	Office Management and Procedures	4
OAD	2810	Integrated Software Applications	3

RECOMMENDED PART-TIME EVENING SCHEDULE
FIRST YEAR

Fall Semester			**Credits**
ENGL	1010	English Composition I	3
OAD	1120	Keyboarding/Speedbuilding	4

Spring Semester			
MATH	1075	Business Mathematics	3
OAD	1115	Office Reference Manual Review	4

Summer Semester			
AIS	1180	Introduction to Microcomputing	4

SECOND YEAR

Fall Semester			**Credits**
OAD	1010	Records and Database Management Using Access	4
OAD	1220	Beginning Word Processing Using Word®	4

Spring Semester			
OAD	2230	Advanced Word Processing Using Word®	4
OAD	2250	Presentations Using PowerPoint®	3

Summer Semester			
		Social Sciences Elective	3

THIRD YEAR

Fall Semester			**Credits**
OAD	2260	Spreadsheets Using Excel	3
OAD	2700	Administrative Transcription	4

Spring Semester			
OAD	2830	Office Management and Procedures	4
OAD	2820	Desktop Publishing Using Word®	4

Summer Semester			
SPCH	1010	Speech	3

FOURTH YEAR

Fall Semester			**Credits**
OAD	2400	Office Accounting	4
		Natural Sciences Elective or Math Elective	3

Spring Semester			
OAD	2810	Integrated Software Applications	3
BUS	2310	Business Ethics	3

Summer Semester			
		Humanities Elective	3

Cooperative Education work experience in Office Administration (Administrative Concentration) can be an important addition to a student's formal classroom work. Co-op courses, if appropriate, may substitute for technical courses up to nine credit hours with the prior approval of the department head. All Co-op work must have department head approval. The Career Employment Center will provide the correct course numbers. Students participating in Cooperative Education are encouraged to work a minimum of two terms. See page 65 for more information.

OFFICE ADMINISTRATION
MEDICAL CONCENTRATION
COURSE REQUIREMENTS

			Class	Lab	Credits
Biology					
BIOL	1000	Medical Terminology	3	0	3
BIOL	1004	Basic Anatomy and Physiology	3	0	3
English					
ENGL	1010	English Composition I	3	0	3
SPCH	1010	Speech	3	0	3
Humanities Elective					
		Humanities Elective	3	0	3
Mathematics					
MATH	1075	Business Mathematics	3	0	3
Social Sciences Elective					
		Social Sciences Elective	3	0	3
Accounting Information Systems					
AIS	1180	Introduction to Microcomputing	4	0	4
Office Administration					
OAD	1115	Office Reference Manual Review	4	0	4
OAD	1120	Keyboarding/Speedbuilding	4	0	4
OAD	1220	Beginning Word Processing Using Word®	4	0	4
OAD	2230	Advanced Word Processing Using Word®	4	0	4
OAD	2600	Beginning Medical Transcription	4	0	4
OAD	2610	Advanced Medical Transcription	4	0	4
OAD	2620	Medical Office Management and Procedures	4	0	4
OAD	2630*	ICD-CM Coding or Technical Elective	4	0	4
OAD	2635*	CPT Coding or Technical Elective	3	0	3
OAD	2650*	Medical Insurance or Technical Elective	4	0	4
OAD	2660	Pharmacology	2	0	2
		Total Required – Associate's Degree			**66**

RECOMMENDED FULL-TIME SCHEDULE
FIRST YEAR

Fall Semester			**Credits**
ENGL	1010	English Composition I	3
BIOL	1000	Medical Terminology	3
MATH	1075	Business Mathematics	3
AIS	1180	Introduction to Microcomputing	4
OAD	1120	Keyboarding/Speedbuilding	4

Spring Semester

BIOL	1004	Basic Anatomy and Physiology	3
SPCH	1010	Speech	3
OAD	1115	Office Reference Manual Review	4
OAD	1220	Beginning Word Processing Using Word®	4
		Social Sciences Elective	3

SECOND YEAR

Fall Semester			**Credits**
OAD	2230	Advanced Word Processing Using Word®	4
OAD	2600	Beginning Medical Transcription	4
OAD	2635	CPT Coding or Technical Elective	3
OAD	2660	Pharmacology	2
		Humanities Elective	3

Spring Semester

OAD	2610	Advanced Medical Transcription	4
OAD	2620	Medical Office Management and Procedures	4
OAD	2630*	ICD-CM Coding or Technical Elective	4
OAD	2650*	Medical Insurance or Technical Elective	4

RECOMMENDED PART-TIME SCHEDULE
FIRST YEAR

Fall Semester			**Credits**
ENGL	1010	English Composition I	3
OAD	1120	Keyboarding/Speedbuilding	4

Spring Semester

MATH	1075	Business Mathematics	3
OAD	1115	Office Reference Manual Review	4

Summer Semester

AIS	1180	Introduction to Microcomputing	4

SECOND YEAR

Fall Semester			**Credits**
BIOL	1000	Medical Terminology	3
OAD	1220	Beginning Word Processing Using Word®	4

Spring Semester

BIOL	1004	Basic Anatomy and Physiology	3
OAD	2230	Advanced Word Processing Using Word®	4

Summer Semester

		Social Sciences Elective	3

THIRD YEAR

Fall Semester			**Credits**
OAD	2600	Beginning Medical Transcription	4
OAD	2635*	CPT Coding or Technical Elective	3

Spring

OAD	2610	Advanced Medical Transcription	4
OAD	2630*	ICD-CM or Technical Elective	4

Summer

SPCH	1010	Speech	3

FOURTH YEAR

Fall Semester			**Credits**
OAD	2650*	Medical Insurance or Technical Elective	4
OAD	2660	Pharmacology	2

Spring Semester

OAD	2620	Medical Office Management and Procedures	4
		Humanities Elective	3

Technical Electives

OAD	1010	Records and Database Management Using Access®	4
OAD	2820	Desktop Publishing Using Word®	4
OAD	2260	Spreadsheets Using Excel	3
OAD	2250	Presentations Using PowerPoint®	3
OAD	2400	Office Accounting	4

Cooperative Education work experience in Office Administration (Medical Concentration) can be an important addition to a student's formal classroom work. Co-op courses, if appropriate, may substitute for technical courses up to nine credit hours with the prior approval of the department head. All Co-op work must have department head approval. The Career Employment Center will provide the correct course numbers. Students participating in Cooperative Education are encouraged to work a minimum of two terms. See page 65 for more information.

General education course requirements are listed on page 145.

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Suzzanne, *Medical Coding*

Q: Describe your ideal occupation?
A: My ideal occupation is one where I can apply my medical knowledge I have accured over the past 30 years while being a registered nurse. My medical backgound is indespensible, and the longevity in coding is also there. I find coding very stimulating and fun.

Q: What one piece of advice would you give an incoming Nashville State student?
A: The one piece of advice I would give to an incoming Nashville State student is to be kind to yourself, especially if you are reentering the "school arena" after many years of being absent. Be sure to use all the resources available to you including family, friends, co-workers, and the wonderful instructors at Nashville State.

Q: In what situations do you see your current student experience being most beneficial to you in the future?
A: My current student experience is helping to prepare me to take a national coding examination this year. The book work and the support I receive from instructors and fellow students has been invaluable.

Q: What is your inspiration?
A: The one thing that inspires me to push forward is a deep desire to help people. I feel the majority of nurses are motivated by the same desire. Since I choose to no longer do this at the bedside, medical coding is a great substitute.

Police Science

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

The Police Science program trains individuals for careers in police administration and corrections management. Graduates of the degree program will have the skills and knowledge to seek employment in the field of criminal justice, including law enforcement, private security, and corrections. The program is designed to provide the training needed for entry-level personnel and advancement opportunities for those presently employed in the field of corrections and law enforcement. The Police Science program offers concentrations in Police Administration and Corrections Management.

Note: The primary purpose of this degree is to prepare students for employment immediately following graduation from Nashville State. However, some students may wish to continue in a baccalaureate program either immediately or in the future. If you plan to transfer to a four-year program after leaving Nashville State, consult the department head for a specialized program of study. *Failure to do so could result in a loss of credits in the transfer process.*

POLICE ADMINISTRATION CONCENTRATION COURSE REQUIREMENTS

			Class	Lab	Credits
English					
ENGL	1010	English Composition I	3	0	3
SPCH	1010	Speech	3	0	3
		or			
SPCH	1112	Fundamentals of Speech Communication	3	0	3
Humanities					
PHIL	1111	Introduction to Ethics	3	0	3
		or			
SPAN	1010	Spanish I	3	0	3
Mathematics					
MATH	1075	Business Mathematics	3	0	3
Natural Sciences Elective					
		Natural Sciences Elective	3	1	4
Social Sciences Elective					
		Social Sciences Elective	3	0	3
Police Administration					
PST	1000	Introduction to Criminal Justice	3	0	3
PST	1010	Criminal Law and Procedure	3	0	3
PST	1030	Criminal Evidence	3	0	3
PST	1035	Law Enforcement Report Writing	3	0	3
PST	1080	Interview & Interrogation Techniques	3	0	3
PST	1090	Traffic Accident Investigation	3	0	3
PST	2000	Drug Identification and Effects	3	0	3
PST	2010	Criminal Investigation	3	0	3
PST	2020	Police Firearms	3	0	3
PST	2030	Seminar in Police Science	3	0	3
Technical Electives (select 5 courses)					
AIS	1180	Introduction to Microcomputers	3	0	3
PST	1005	Introduction to Criminology	3	0	3
PST	1020	Police Administration	3	0	3
PST	1040	Defensive Tactics	3	0	3
PST	1050	Tactical Shotgun	3	0	3
PST	1060	Basic Surveillance Techniques	3	0	3
PST	1070	Officer Survival	3	0	3
PST	1085	Basic Fingerprinting Pattern I.D.	3	0	3
PST	1095	Tactical Talk	3	0	3
PST	2050	Police Tactical Training (SWAT)	3	0	3
PST	2060	Evidence Photography	3	0	3
PST	2070	Business & Industry Security	3	0	3
PST	2035	Juvenile Procedures	3	0	3
PST	2045	Introduction to Criminalistics	3	0	3
PST	2055	Gangs, Cults, and Deviant Movements	3	0	3
General Education Elective (1)					
		General Elective	3	0	3
		Total Required – Associate's Degree			**67**

RECOMMENDED FULL-TIME SCHEDULE
FIRST YEAR

Fall Semester			**Credits**
ENGL	1010	English Composition I	3
MATH	1075	Business Mathematics	3
PST	1000	Introduction to Criminal Justice	3
PST	1010	Criminal Law and Procedure	3
PST	1080	Interview and Interrogation Techniques	3
		Technical Elective	3
Spring Semester			
PHIL	1111	Introduction to Ethics	3
		or	
SPAN	1010	Spanish I	3
PST	1030	Criminal Evidence	3
		Technical Electives	6
		Natural Sciences Elective & Lab	4

SECOND YEAR

Fall Semester			**Credits**
PST	1035	Law Enforcement Report Writing	3
PST	2000	Drug Identification and Effects	3
PST	2010	Criminal Investigation	3
		Social Sciences Elective	3
		Technical Elective	3
Spring Semester			
SPCH	1010	Speech	3
		or	
SPCH	1112	Fundamentals of Speech Communication	3
PST	1090	Traffic Accident Investigation	3
PST	2020	Police Firearm	3
PST	2030	Seminar in Police Science Technology	3
		Technical Electives	3
		General Elective	3

CORRECTIONS MANAGEMENT CONCENTRATION
COURSE REQUIREMENTS

			Class	Lab	Credits
English					
ENGL	1010	Composition I	3	0	3
SPCH	1010	Speech	3	0	3
		or			
SPCH	1112	Fundamentals of Speech Communication	3	0	3
Humanities					
PHIL	1111	Introduction to Ethics	3	0	3
		or			
SPAN	1010	Spanish I	3	0	3
Mathematics					
MATH	1075	Business Mathematics	3	0	3
Natural Sciences Elective					
		Natural Sciences Elective	3	2	4
Social Sciences Elective					
		Social Sciences Elective	3	0	3
Corrections Management					
PST	1005	Introduction to Criminology	3	0	3
PST	1015	Survey of Institutional Corrections	3	0	3
PST	1025	Community-Based Corrections	3	0	3
PST	1035	Law Enforcement Report Writing	3	0	3
PST	2005	Constitutional Rights of Prisoners	3	0	3
PST	2015	Correctional Management	3	0	3
PST	2025	Probations, Pardons, and Parole	3	0	3
PST	2035	Juvenile Procedures	3	0	3
PST	1000	Introduction to Criminal Justice	3	0	3
PST	1010	Criminal Law and Procedure	3	0	3
PST	2000	Drug Identification and Effects	3	0	3
PST	2020	Police Firearms	3	0	3
PST	2030	Seminar in Police Science Technology	3	0	3
Technical Electives (select 2 courses)					
PST	1040	Defensive Tactics	3	0	3
PST	1050	Tactical Shotgun	3	0	3
PST	1060	Basic Surveillance Techniques	3	0	3
PST	1070	Officer Survival	3	0	3
PST	1080	Interviewing & Interrogation Techniques	3	0	3
PST	2045	Introduction to Criminalistics	3	0	3
PST	2050	Police Tactical Training (SWAT)	3	0	3
PST	2055	Gangs, Cults, and Deviant Movements	3	0	3
PST	2060	Evidence Photography	3	0	3
General Education Elective					
		General Elective	3	0	3
		Total Required – Associate's Degree			**67**

RECOMMENDED FULL-TIME SCHEDULE

FIRST YEAR

Fall Semester			**Credits**
ENGL	1010	English Composition I	3
MATH	1075	Business Mathematics	3
PST	1000	Introduction to Criminal Justice	3
PST	1005	Introduction to Criminology	3
PST	1010	Criminal Law and Procedure	3
Spring Semester			
PHIL	1111	Introduction to Ethics	3
		or	
SPAN	1010	Spanish I	3
PST	1015	Survey of Corrections Institutions	3
PST	1025	Community-Based Corrections	3
		Technical Elective	3
		Natural Sciences Elective	4

SECOND YEAR

Fall Semester			**Credits**
PST	1035	Law Enforcement Report Writing	3
PST	2000	Drug Identification and Effects	3
PST	2005	Constitutional Rights of Prisoners	3
PST	2015	Correctional Management	3
PST	2025	Probations, Pardons, and Parole	3
		Social Sciences Elective	3
Spring Semester			
SPCH	1010	Speech	3
		or	
SPCH	1112	Fundamentals of Speech Communication	3
PST	2020	Police Firearms	3
PST	2035	Juvenile Procedures	3
		Technical Electives	3
		General Elective	3

General education course requirements are listed on page 145.

Police Science Academy

Provided by the Law Enforcement Department

This 10-week certificate program is designed to fulfill all the training goals of a certified police academy. Students receive over 400 hours of intense police training. All instruction is provided by current police instructors or experts in the police field. Individuals with ambition to become a Police Officer or anyone currently serving in a security capacity will benefit from the hands-on training.

Successful completion of this program will earn the student 23 semester hours, 21 of which can be applied toward an A.A.S. degree in Police Science. All courses are corequisite. The courses include:

Candidates for the Academy are advised to prepare themselves physically prior to beginning classes. Certain physical standards must be met in order to graduate. A medical evaluation is mandatory prior to entering the program.

All instructional and classroom materials are provided. Your expenses will include tuition, a mandated uniform, a firearm plus ammunition, and physical training attire.

Contact: Paul Myers, Coordinator/
Assistant Professor

Office: 353-3585 or 353-3717

E-mail: paul.myers@nscc.edu

Academy Course	Transcript Hours	Transfers	PST Course	Degree Hours
LEN-2000 Principles of Law Enforcement to Criminal Justice	3	to	PST 1000 Introduction to Criminal Justice	3
LEN-2005 Police Firearms	3	to	PST 2020 Police Firearms	3
LEN-2010 Criminal & Constitutional Law Procedures	3	to	PST 1010 Criminal Law & Procedure	3
LEN-2015 Defensive Tactics	3	to	PST 1040 Defensive Tactics	3
LEN-2020 Emergency & Defensive Driving		to	PST General Elective	3
LEN-2025 Police Traffic Supervision	2	to	(No Transfer Credit)	0
LEN-2030 Surviving Police Work	3	to	PST 1070 Officer Survival	3
LEN-2035 Interpersonal Communications for Police	3	to	PST 1095 Tactical Talk & Interview Techniques	3
Total	**23**			**21**

Sign Language Interpreting

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

TechPrep
PROGRAM ELIGIBILITY

American Sign Language Interpreting is a complex process in which the primary goal is to provide equal access of information for Deaf, Hard of Hearing, and Non-deaf individuals. It is essential that sign language interpreters be fluent in American Sign Language, English, and English-based signed systems. In addition, interpreters must possess a complete understanding of Deaf Culture, social and psychological dynamics, ethical considerations and effective cross-cultural interpretations in a variety of settings. Upon completion of the Sign Language Interpreting Program, graduates will demonstrate the following:

- Competencies in American Sign Language and English interpretations and transliterations;
- A thorough understanding of the Registry of Interpreters for the Deaf code of ethics, theories, principles, and business practices related to the field of interpreting;
- Proficiency for the written and practical testing process for certification; and
- Readiness for employment in entry-level positions within the field.

Sign language interpreting is a rapidly expanding field in which qualified interpreters can work in a variety of settings: education, business, community, medical, social services, mental health, legal, and performing arts.

Note: The primary purpose of this degree is to prepare students for employment immediately following graduation from Nashville State Community College. However, some students may wish to continue in a baccalaureate program either immediately or in the future. If you plan to transfer to a four-year program after leaving Nashville State Community College, consult the department chair for a specialized program of study. *Failure to do so could result in a loss of credits in the transfer process.*

SIGN LANGUAGE INTERPRETING

COURSE REQUIREMENTS

			Class	Lab	Credits
English					
ENGL	1010	English Composition I	3	0	3
SPCH	1010	Speech	3	0	3
Humanities Elective					
		Humanities elective	3	0	3
Mathematics					
		Mathematics elective	3	0	3
Social Sciences					
PSYC	1111	Introduction to Psychology	3	0	3
Computer Science					
AIS	1180	Introduction to Microcomputing	4	0	4
Natural Science					
		Natural Science elective	3	0	3
Technical Core					
ASL	1002	Fingerspelling	2	0	2
ASL	1003	Introduction to Interpreting	3	0	3
ASL	1010	Foundations in Deafness	3	0	3
ASL	1110	American Sign Language I	3	0	3
ASL	1120	American Sign Language II	3	0	3
ASL	1130	American Sign Language III	3	0	3
ASL	2110	Interactive Interpreting I	1	2	3
ASL	2120	Interactive Interpreting II	1	2	3
ASL	2210	Contact Signing I	3	0	3
ASL	2220	Contact Signing II	3	0	3
ASL	2300	American Sign Language IV	3	0	3
ASL	2310	Sign-To-Voice I	3	0	3
ASL	2320	Sign-To-Voice II	3	0	3
ASL	2500	Interpreting Practicum	4	0	4
ASL	2600	Interpreting Internship	4	0	4
		Total Required – Associate's Degree			**68**

RECOMMENDED FULL-TIME SCHEDULE

FIRST YEAR

Fall Semester

ASL	1002	Fingerspelling	2
ASL	1110	American Sign Language I	3
PSYC	1111	Introduction to Psychology	3
		Mathematics Elective	3
		Humanities Elective	3
ENGL	1010	English Composition I	3

Spring Semester

ASL	1003	Introduction to Interpreting	2
ASL	1010	Foundations in Deafness	3
ASL	1120	American Sign Language II	3
		Natural Science Elective	3
AIS	1180	Introduction to Microcomputing	4
SPCH	1010	Speech	3

SECOND YEAR

Fall Semester

ASL	1130	American Sign Language III	3
ASL	2110	Interactive Interpreting I	3
ASL	2210	Contact Signing I	3
ASL	2310	Sign/Voice I	3
ASL	2500	Interpreting Practicum	4

Spring Semester

ASL	2120	Interactive Interpreting II	4
ASL	2220	Contact Signing II	3
ASL	2300	American Sign Language IV	3
ASL	2320	Sign/Voice II	3
ASL	2600	Interpreting Internship	4

RECOMMENDED PART-TIME SCHEDULE

FIRST YEAR

Fall Semester

ENGL	1010	English Composition I	3
ASL	1002	Fingerspelling	2
ASL	1110	American Sign Language I	3

Spring Semester

ASL	1003	Introduction to Interpreting	3
ASL	1120	American Sign Language II	3

SECOND YEAR

Fall Semester

SPCH	1010	Speech	3
ASL	1130	American Sign Language III	3

Spring Semester

		Mathematics Elective	3
ASL	1010	Foundations in Deafness	3

THIRD YEAR

Fall Semester

ASL	2110	Interactive Interpreting I	3
PSYC	1111	Introduction to Psychology	3

Spring Semester

ASL	2120	Interactive Interpreting II	3
ASL	2300	American Sign Language IV	3
AIS	1180	Introduction to Microcomputing	4

FOURTH YEAR

Fall Semester

ASL	2210	Contact Signing I	3
ASL	2310	Sign-To-Voice I	3

Spring Semester

ASL	2220	Contact Signing II	3
ASL	2320	Sign-To-Voice II	3

FIFTH YEAR

Fall Semester

ASL	2500	Interpreting Practicum	4
		Natural Science Elective	3

Spring Semester

ASL	2600	Interpreting Internship	4
		Humanities Elective	3

General education course requirements are listed on page 145.

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Social Services

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

Social Services provides training for individuals interested in working with human service agencies that serve children and youth, the elderly and disabled, the homeless, families in need, and individuals in crisis situations. The broad educational base of this applied science degree program enables graduates to work in many areas of public and private social welfare agencies and to use this program as a stepping stone into higher levels of education.

Grading Policy for Social Services Majors: A grade of "C" or above must be earned in all social services courses prior to graduation. The student majoring in Social Services must receive a "C" or above in each course in order to meet prerequisite requirements for subsequent courses.

Note: The primary purpose of this degree is to prepare students for employment immediately following graduation from Nashville State Community College. However, some students may wish to continue in a baccalaureate program either immediately or in the future. If a student plans to transfer to a four-year program after leaving Nashville State, he/she should consult their advisor for a specialized program of study. *Failure to do so could result in a loss of credits in the transfer process.*

COURSE REQUIREMENTS

English			**Class**	**Lab**	**Credits**
ENGL	1010	Composition I	3	0	3
SPCH	1010	Speech	3	0	3
Humanities Elective/Fine Arts			3	0	3
Mathematics Elective			3	0	3
Natural Science Elective with Lab			3	2	4
Social Science Elective			3	0	3
General Education Courses Electives			3	0	6
Social Sciences Required Classes					
SOCS	1010	Introduction to Social Service	3	0	3
SOCS	1020	Human Behavior in the Social Environment	3	0	3
SOCS	2020	Theories & Methods of Soc Serv Practice	3	0	3
SOCS	2035	Alcohol and Drug Abuse	3	0	3
SOCS	2045	Family Systems			
or					
ECED	2040	Family Dynamics & Community Involvement	3	0	3
SOCS	2060	Field Practicum	1	4	5
Guided Electives (Choose any 5 of the Following Courses):					
SOCS	2010	Social Services for Children and Youth	3	0	3
SOCS	2015	Social Services for Special Populations	3	0	3
SOCS	2025	Survey of Counseling Theories	3	0	3
SOCS	2030	Violence and Conflict	3	0	3
ECED	2040	Family Dynamics & Comm. Involvement	3	0	3
SOCS	2045	Family Systems	3	0	3
ECED	2010	Safe, Healthy Learning Environments	3	0	3
ECED	2020	Infant, Toddler, and Child Development	3	0	3
		Total Required – Associate's Degree			**69**

RECOMMENDED FULL-TIME SCHEDULE
FIRST YEAR

Fall Semester			**Credits**
ENGL	1010	English Composition I	3
		Math Elective	3
SOCS	1010	Intro to Social Services	3
SOCS	1020	Human Behavior in the Social Environment	3
		General Education Elective	3
Spring Semester			
		Natural Science Elective with Lab	4
		General Education Elective	3
SPCH	1010	Speech	3
SOCS	2020	Theories & Methods of Soc. Ser. Pract.	3
SOCS	2035	Alcohol and Drug Abuse	3

SECOND YEAR

Fall Semester			**Credits**
		Social Science Elective	3
		Humanities Elective	3
ECED	2040	Family Dynamics and Comm. Involv. or	
SOCS	2045	Family Systems	3
		SOCS Guided Elective	3
		SOCS Guided Elective	3
Spring Semester			
		SOCS Guided Elective	3
		SOCS Guided Elective	3
		SOCS Guided Elective	3
SOCS	2060	Field Practicum	5

Part-time Schedule: Many students may wish to enroll in the Social Services program on a part-time basis. Students are encouraged to enroll in at least two semester courses each semester (including summer) in order to complete the degree in approximately four years.

Visual Communications

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

The visual communications industry represents one of the largest employment segments in the Nashville-Davidson County economy. The primary goal of the Visual Communications Associate's degree program is to train individuals to enter this evolving industry. Graduates from the **Graphic Design Concentration** of this program will be employed in jobs that require a combination of traditional graphic arts and design knowledge combined with electronic publishing and illustration abilities using computers and various software packages. Graduates from the **Photography Concentration** will use digital imaging techniques to expand the capabilities of traditional darkroom methods. By blending skills from the areas of graphic design, photography, and electronic publishing, graduates of this program will be uniquely qualified to perform in the exciting field of visual communications.

It is the intent that graduates of the Visual Communications program in graphic design or photography be able to:

- Demonstrate entry-level proficiency with the electronic tools of their major.
- Use mathematics to measure accurately, calculate proportions, and determine resolutions.
- Understand and apply the principles of typography.
- Understand and apply the principles of color and value relationships.
- Be familiar with a variety of visual media.
- Utilize basic design principles to convey an intended message by visual means.
- Apply creative problem-solving techniques to design challenges.
- Understand and communicate in industry-appropriate vocabularies including the processes and final products.
- Work effectively and efficiently as an individual and in a team environment.

Concepts taught in general education courses will be reinforced in the Visual Communications curriculum and applied to class exercises and projects.

In Visual Communications/Graphic Design courses, a grade of 74 or below is considered below minimum standards and will receive a grade of "F."

Students without previous computer knowledge and typing skills, or who question their skills are encouraged to take the Computer Skills Assessment test at the Learning Center. If additional computer skills are indicated, COM 1501 Introduction to Desktop Publishing is recommended and/or OAD 1501 Keyboarding.

Note: The primary purpose of this degree is to prepare students for employment immediately following graduation from Nashville State. However, some students may wish to continue in a baccalaureate program either immediately or in the future. If you plan to transfer to a four-year program after leaving Nashville State, consult your advisor for a specialized program of study. *Failure to do so could result in a loss of credits in the transfer process.*

GRAPHIC DESIGN CONCENTRATION
COURSE REQUIREMENTS

		Class	Lab	Credits
English				
ENGL 1010	English Composition I	3	0	3
SPCH 1010	Speech	3	0	3
Humanities Elective				
ART 1030	Art Appreciation	3	0	3
Mathematics				
MATH 1075	Business Mathematics	3	0	3
Natural Sciences/Mathematics Elective				
	Natural Sciences or Math Elective	3	0	3
Social Sciences Elective				
	Social Sciences Elective	3	0	3
Photography				
PHO 1110	Basic Photography	3	0	3
Visual Communications				
COM 1110	Introduction to Visual Communications	3	0	3
COM 1111	Graphic Processes and Techniques	2	2	3
COM 1130	Graphic Design I	3	0	3
COM 1150	Type Concepts	3	0	3
COM 1170	Technology for Print Production	3	0	3
COM 1220	Graphic Design II	2	2	3
COM 1230	Introduction to Digital Imaging	2	2	3
COM 2120	Electronic Publishing I	3	0	3
COM 2130	Electronic Publishing II	3	0	3
COM 2170	Visual Communications Portfolio	2	2	3
COM 2210	Electronic Design and Illustration	3	0	3
COM 2220	Electronic Publishing Practicum	2	2	3

Technical Elective (6 credits required)

			Class	Lab	Credits
COM	1000	Beginning HTML	3	0	3
COM	1010	Basic Web Design	3	0	3
COM	1020	Basic Web Graphics	3	0	3
COM	1030	Overview of Web Tools	3	0	3
COM	2240	Advanced Digital Imaging for Photographers	3	0	3
COM	2250	Advanced Digital Imaging for Designers	3	0	3
COM	2260	Advanced QuarkXPress® Production Techniques	3	0	3
COM	2270	Advanced Computer Illustration Techniques	3	0	3
COM	2330	Introduction to Electronic Prepress	3	0	3

General Education Elective

General Elective 3

Total Required – Associate's Degree 66

RECOMMENDED FULL-TIME SCHEDULE
FIRST YEAR

Fall Semester **Credits**

ENGL 1010 English Composition I 3
COM 1111 Graphic Processes and Techniques 3
COM 1150 Type Concepts 3
COM 2120 Electronic Publishing I 3
COM 1110 Introduction to Visual Communications 3

Spring Semester

SPCH 1010 Speech 3
ART 1030 Appreciation of the Arts 3
COM 1130 Graphic Design I 3
COM 1170 Technology for Print Production 3
COM 2230 Electronic Publishing II 3
COM 2210 Electronic Design and Illustration 3

SECOND YEAR

Fall Semester **Credits**

COM 1230 Introduction to Digital Imaging 3
COM 1220 Graphic Design II 3
MATH 1075 Business Mathematics 3
PHO 1110 Basic Photography 3
Technical Elective 3
Social Sciences Elective 3

Spring Semester

COM 2170 Visual Communications Portfolio 3
COM 2220 Electronic Publishing Practicum 3
Technical Elective 3
General Elective 3
Mathematics Elective
or
Natural Sciences Elective 3

RECOMMENDED PART-TIME SCHEDULE
FIRST YEAR

Fall Semester **Credits**

COM 1111 Graphic Processes and Techniques 3
COM 1150 Type Concepts 3

Spring Semester

COM 1110 Introduction to Visual Communications 3
COM 2120 Electronic Publishing I 3

Summer Semester

ENGL 1010 English Composition I 3
ART 1030 Art Appreciation 3

SECOND YEAR

Fall Semester **Credits**

COM 1170 Technology for Print Production 3
COM 2210 Electronic Design and Illustration 3

Spring Semester

COM 1130 Graphic Design I 3
COM 1110 Introduction to Visual Communications 3

Summer Semester

COM 1230 Introduction to Digital Imaging 3
Social Science Elective 3

THIRD YEAR

Fall Semester **Credits**

PHO 1110 Basic Photography 3
COM 2130 Electronic Publishing II 3

Spring Semester

COM 1220 Graphic Design II 3
Technical Elective 3

Summer Semester

General Elective 3
MATH 1075 Business Mathematics 3

FOURTH YEAR

Fall Semester **Credits**

COM 2220 Electronic Publishing Practicum 3
Technical Elective 3

Spring Semester

COM 2170 Visual Communications Portfolio 3
SPCH 1010 Speech 3

Summer Semester

Natural Sciences Elective
or
Math Elective 3

Cooperative work experience in Visual Communications (Graphic Design Concentration) can be an important addition to a student's formal classroom work. Co-op courses, if appropriate, may substitute for technical courses up to nine credit hours with the prior approval of the department head. All Co-op work must have department head approval. The Career Employment Center will provide the correct course numbers. See page 65 for more information.

General education course requirements are listed on page 145.

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PHOTOGRAPHY CONCENTRATION
COURSE REQUIREMENTS

			Class	Lab	Credits
English					
ENGL	1010	English Composition I	3	0	3
SPCH	1010	Speech	3	0	3
Humanities					
ART	1030	Art Appreciation	3	0	3
Mathematics					
MATH	1075	Business Mathematics	3	0	3
Natural Sciences/Mathematics Elective					
		Natural Sciences or Math Elective	3	0	3
Social Sciences Elective					
		Social Sciences Elective	3	0	3
Photography					
PHO	1110	Basic Photography	3	0	3
PHO	1115	Photographic Visual Principles	3	0	3
PHO	1170	Business of Photography	3	0	3
PHO	1210	B/W Photography I	2	2	3
PHO	1230	Color Lab Techniques I	2	2	3
PHO	1240	Studio and Lighting Techniques	2	2	3
PHO	1270	Portfolio Practicum	2	2	3
PHO	1310	B/W Photography II	2	2	3
PHO	1320	Color Lab Techniques II	2	2	3
PHO	1350	Advanced Studio & Lighting	3	0	3
PHO	1430	Portrait & Wedding Techniques	3	0	3
PHO	1490	Digital Photography	3	0	3
Visual Communications					
COM	1210	Introduction to Electronic Media	3	0	3
COM	1230	Introduction to Digital Imaging	2	2	3
Technical Elective					
		*Technical Elective	3	0	3
General Education Elective					
		General Elective	3	0	3
		Total Required – Associate's Degree			**66**

*Technical Elective to be chosen from any degree course with a COM or PHO prefix.

RECOMMENDED FULL-TIME SCHEDULE
FIRST YEAR

Fall Semester			**Credits**
ENGL	1010	English Composition I	3
ART	1030	Art Appreciation	3
PHO	1110	Basic Photography	3
PHO	1115	Photographic Visual Principles	3
PHO	1170	Business of Photography	3
Spring Semester			
SPCH	1010	Speech	3
COM	1210	Introduction to Electronic Media	3
PHO	1210	B/W Photography I	3
PHO	1430	Portrait & Wedding	3
		Social Science Elective	3
		General Elective	3

SECOND YEAR

Fall Semester			**Credits**
COM	1230	Introduction to Digital Imaging	3
PHO	1230	Color Lab Techniques I	3
PHO	1240	Studio and Lighting Techniques	3
PHO	1310	B/W Photography II	3
		Natural Sciences Elective or Math Elective	3
Spring Semester			
MATH	1075	Business Mathematics	3
PHO	1320	Color Lab Techniques II	3
PHO	1350	Advanced Studio & Lighting	3
PHO	1490	Digital Photography	3
PHO	1270	Portfolio Practicum	3
		Technical Elective	3

RECOMMENDED PART-TIME EVENING SCHEDULE
FIRST YEAR

Fall Semester			**Credits**
PHO	1110	Basic Photography	3
PHO	1115	Photographic Visual Principles	3
Spring Semester			
COM	1210	Introduction to Electronic Media	3
PHO	1170	Business of Photography	3
Summer Semester			
ENGL	1010	English Composition I	3
ART	1030	Art Appreciation	3

SECOND YEAR

Fall Semester			**Credits**
PHO	1210	B/W Photography I	3
COM	1230	Introduction to Digital Imaging	3
Spring Semester			
PHO	1230	Color Lab Techniques I	3
PHO	1430	Portrait & Wedding	3
Summer Semester			
SPCH	1010	Speech	3
		General Elective	3

THIRD YEAR

Fall Semester			**Credits**
PHO	1310	B/W Photography II	3
PHO	1240	Studio & Lighting Techniques	3
Spring Semester			
PHO	1350	Advanced Studio and Lighting Techniques	3
		Social Science Elective	3
Summer Semester			
		Natural Sciences Elective or Mathematics Elective	3

FOURTH YEAR

Fall Semester			**Credits**
MATH	1075	Business Mathematics	3
PHO	1490	Digital Photography	3
Spring Semester			
PHO	1320	Color Lab Techniques II	3
		Technical Elective	3
Summer Semester			
PHO	1270	Portfolio Practicum	3

Cooperative work experience in Visual Communications (Photography Concentration) can be an important addition to a student's formal classroom work. Co-op courses, if appropriate, may substitute for technical courses up to nine credit hours with the prior approval of the department head. All Co-op work must have department head approval. The Career Employment Center will provide the correct course numbers. See page 65 for more information.

General education course requirements are listed on page 145.

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Nashville State ORIGINALS Student Stories

Cheryl, *Photography*

Q: Who is your inspiration?
A: My mother has been a big inspiration in my life. She inspires me to be independent.

Q: What is your career goal? How is Nashville State helping you get there?
A: My career goal is to have a photography studio. Nashville State has given me the technical skills to operate the equipment and to run a studio.

Q: In what situations do you see your current student experience being most beneficial to you in the future?
A: The skills I am now learning in Photoshop will be very beneficial in retouching photographs I take in the future.

Q: How do you see your ideal work as more than a job?
A: My ideal work is more than a job because I love being a photographer. It is something I feel passionate about—not just something I do to get paid.

Q: What is your favorite past-time?
A: Taking pictures, of course.

Nashville State

Academic
and Technical Certificates

Maggie, *Music Technology*

Q: Who is your inspiration?
A: My dad is my inspiration. He inspires me to follow whatever crazy dream I am dreaming up. I want to be a singer. His love for music really helped inspire me and appreciate the fanatasic sounds of traditional country music.

Q: What is the most important thing you have learned so far at Nashville State?
A: So far, the most important thing I have learned comes from the music classes I have taken. The classes are small and very hands-on and friendly. Unlike most universities, Nashville State instructors know everyone's name and really care if you are not putting in the effort to learn what it is they are teaching.

Q: What is your career goal? How is Nashville State helping you get there?
A: My career goal is to be a country music singer. I want more than anything to be on the Grand Ole Opry performing where all the past influences I grew up hearing about had once stood. Nashville State has taught me more about the music business and has opened up more opportunities for me.

Q: How do you see your ideal work as more than a job?
A: Music is a fast-paced world, much like the world we are all in now. The harder you work; the more you will get rewarded. With the music business being so aggresive and the way it takes time away from your family and friends, the music has to be loved. That makes is more than a job. Just like anything, you have to love it.

Nashville State ORIGINALS Student Stories

Arts & Sciences

Academic Certificate

The Arts & Sciences Academic Certificate provides a formal credential that recognizes completion of a core of general education courses. This certificate of courses will: serve as a transition program for students pursuing the A.A.S. degree; provide a credential for those who choose to continue their A.A.S. degree program at a later time; recognize completion of a core of courses while a student is seeking admission to a limited-enrollment program; and provide a formal credential of courses for students pursuing a baccalaureate degree at some time.

Outcomes of the Arts & Sciences Certificate program are consistent with the skills endorsed by the Secretary's Commission of Achieving Necessary Skills (SCANS) as being critical for high-performance jobs. Because the Arts & Sciences Certificate fully articulates, placement assessment requirements are the same as those for a two-year degree. Graduates of the program will be able to:

- Apply critical thinking skills to problem-solving in all aspects of life.
- Communicate effectively through reading, writing, speaking, and listening.
- Understand major concepts and principles of social sciences, mathematics, natural sciences, and humanities.
- Understand their own culture and other cultures and be able to establish positive relationships with individuals who have different ethnic and racial identities.
- Analyze, use, and adapt to changing technology and its impact on the individual, society, and natural environment.

Note: The primary purpose of this certificate is to prepare students for employment immediately following graduation from Nashville State. However, some students may wish to continue in a baccalaureate program either immediately or in the future. Students planning to transfer to a four-year program after leaving Nashville State should consult the department head for a specialized program of study. *Failure to do so could result in a loss of credits in the transfer process.*

COURSE REQUIREMENTS FOR TWO TERMS

Course		Class	Lab	Credits
ENGL 1010	English Composition I	3	0	3
ENGL 1020	English Composition II	3	0	3
	Speech Elective	3	0	3
	Mathematics Elective	3	0	3
	Social Sciences Electives	6	0	6
	Humanities Electives	6	0	6
	Natural/Physical Science Elective	3	1	4
	Computer Science Elective	3	0	3
	Total Certificate Requirements			**31**

General education course requirements are listed on page 145.

Computer-Aided Drafting

Technical Certificate

Nashville State offers a one-year program that will give you a Technical Certificate in Computer-Aided Drafting, using the AutoCAD Software.

Career Objective: The Computer-Aided Drafting Technical Certificate is for students who want a technical career but who also want to enter the job market quickly. When students enter this program, they will be trained in as little as two semesters for a high-demand drafting career in AutoCAD. Just choose the field you want to work in - Architectural, Civil & Construction, Electrical, Electronic, Manufacturing Engineering Technology or Horticulture/Landscaping. Then take the courses listed below, including two courses related to the field you chose. You'll be ready for Nashville State's Career Employment Center to help you find the job you want. There may even be part-time jobs available to you after your first semester so you can "earn while you learn."

Note: Most classes are available either day or evening. Depending on whether you go to school full-time or part-time and on which field you choose and on your background in math, completing the Certificate may take more than two semesters.

COURSE REQUIREMENTS

Course			Credits
ENGR	1150	Engineering Graphics	2
CAD	1200	Computer-Aided Drafting I	3
CAD	1300	Computer-Aided Drafting II	3
CAD	2113	3-D AutoCAD and Modeling	3
CAD	1510	CAD Final Project	2
Other Required Classes			
CDT	1010	Computer Operating Systems Environment	3
MATH	0940*	Basic Math for Drafting and Engineering Certificate Students	3
MATH	1085	Technical Mathematics I	5
Two technical electives (see listing below)			6–10
		Total Certificate Requirements	**30–34**

* This requirement maybe waived if the student tests into college level math (MATH 1085).

Technical Electives: (Choose a field, then take both electives listed for that field))

Architectural Engineering Technology			
ACT	1161	Residential Drafting and Construction	4
ACT	1341	Commercial Drafting and Codes	3
Civil and Construction Engineering Technology			
CIT	2130**	Surveying I	3
CIT	2300	Site Design with CAD	3
Electrical Engineering Technology			
EET	1130	Introduction to Electronics	5
EET	1400	Digital Circuits	3
Electronic Engineering Technology			
EET	1110	Electric Circuits	5
EET	1130	Introduction to Electronics	5
Horticulture/Landscaping			
HORT	1110	Landscaping Plant Materials	3
HORT	1120	Landscaping Design	3
Manufacturing Engineering Technology			
EET	1130	Introduction to Electronics	5
IMC	1110	Machine Tool I	4

** MATH 1085 is a co- or prerequisite for this class.

Electrical Maintenance

Technical Certificate

Reliable electrical power systems are dependent on proper maintenance to avoid outages and other problems. Qualified maintenance specialists are vital to the safe, reliable operation of the complex electrical systems in large industrial plants, commercial buildings, and institutional facilities.

This comprehensive certificate program offers excellent preparation for a career in the maintenance of large electrical systems. It includes an appropriate amount of necessary theory explaining "why" and places strong emphasis on the actual equipment and operation of large and critical electrical power systems. The program covers electrical, as well as associated electronic, hydraulic, and pneumatic equipment and applications.

All of the courses in this certificate apply toward Nashville State's A.A.S. degrees in General Technology or in Electrical Engineering Technology.

Note: The primary purpose of this certificate is to prepare students for employment immediately following graduation from Nashville State. However, some students may wish to continue in a baccalaureate program either immediately or in the future. If you plan to transfer to a four-year program after leaving Nashville State, consult the department head for a specialized program of study. *Failure to do so could result in a loss of credits in the transfer process.*

COURSE REQUIREMENTS

Course			Class	Lab	Credits
EMC	1112	Interpreting Technical Information	3	3	4
EMC	1122	Electrical Maintenance Orientation	3	3	4
EMC	1136	Basic D.C. and A.C. Circuits	6	6	8
		or			
EMC	1131	Basic D.C. Circuits	3	3	4
		and			
EMC	1161	Basic A.C. Circuits	3	3	4
EMC	1216	Electrical Machines & Controls	6	6	8
EMC	1218	Digital Principles	3	3	4
EMC	1222	Basic Hydraulics & Pneumatics	4	3	5
EMC	1312	Control Applications	3	3	4
EMC	1322	Programmable Logic Controllers	3	4	5

Total Certificate Requirements 42

RECOMMENDED FULL-TIME SEQUENCE

Fall Semester **Credits**

EMC 1112 Interpreting Technical Information 4
EMC 1122 Electrical Maintenance Orientation 4
EMC 1136 Basic D.C. and A.C. Circuits 8

Spring Semester

EMC 1216 Electrical Machines and Controls 8
EMC 1218 Digital Principles 4
EMC 1222 Basic Hydraulics and Pneumatics 5

Summer Semester

EMC 1312 Control Applications 4
EMC 1322 Programmable Logic Controllers 5

Note: No day sequence is currently offered

RECOMMENDED PART-TIME SEQUENCE
FIRST YEAR

Fall Semester **Credits**

EMC 1122 Electrical Maintenance Orientation 4
EMC 1131 Basic D.C. Circuits 4

Spring Semester

EMC 1222 Basic Hydraulics and Pneumatics 5
EMC 1161 Basic A.C. Circuits 4

Summer Semester

EMC 1112 Interpreting Technical Information 4

SECOND YEAR

Fall Semester **Credits**

EMC 1216 Electrical Machines and Controls 8

Spring Semester

EMC 1218 Digital Principles 4
EMC 1312 Control Applications 4

Summer Semester

EMC 1322 Programmable Logic Controllers 5

Cooperative Education work experience in Electrical Maintenance can be an important addition to a student's formal classroom work. Co-op courses, if appropriate, may substitute for technical courses up to six credit hours with the prior approval of the department head. All Co-op work must have department head approval. The Career Employment Center will provide the correct course numbers. Students participating in Cooperative Education are encouraged to work a minimum of two terms. See page 65 for more information.

Horticulture

Technical Certificate

Horticultural and Landscaping industries are expanding rapidly in Nashville and Middle Tennessee, providing a variety of employment opportunities for individuals with technical training in horticulture.

Landscape companies, golf courses, parks, schools, resorts, and garden centers require skilled employees to service customers and maintain grounds, turf, gardens, and trees.

The Horticulture certificate is designed to prepare students for a variety of employment opportunities in the Green Industry. The program will provide graduates with the technical knowledge and hands-on skills to work without supervision, carry out a variety of horticultural tasks, and provide high quality service that meets the standards of the industry.

The program will offer a well-rounded curriculum, which encompasses the following major areas of study:

- Identification and appropriate use of landscape plant materials.
- Design and construction of residential, commercial, and recreational landscapes.
- Maintenance of residential, commercial, and recreational landscapes.
- Identification and control of plant pests and diseases and proper use of pesticides.
- Management techniques in horticultural businesses.

All of the courses in this certificate apply toward Nashville State's A.A.S. degree in General Technology.

Note: The primary purpose of this certificate is to prepare students for employment immediately following graduation from Nashville State. However, some students may wish to continue in a baccalaureate program either immediately or in the future. If you plan to transfer to a four-year program after leaving Nashville State, consult the department head for a specialized program of study. *Failure to do so could result in a loss of credits in the transfer process.*

RECOMMENDED FULL-TIME SCHEDULE

Fall Semester		**Credits**
HORT 1010	Introduction to Horticultural Science	3
HORT 1110	Landscape Plant Materials	3
HORT 1140	Landscape Construction	3
HORT 1150	Soils and Fertilizers	3
HORT 1120	Landscape Design	3
HORT 2010	Internship I	1

Spring Semester		
HORT 1130	Landscape and Ground Maintenance	3
HORT 1210	Turf Grass Management	3
HORT 1310	Horticulture Pesticide Selection and Use[1]	3
HORT 1410	Arboriculture	3
HORT 1510	Principles of Management for Horticulture	3
HORT 2020	Internship II	1

RECOMMENDED PART-TIME SCHEDULE

FIRST YEAR

Fall Semester		**Credits**
HORT 1010	Introduction to Horticultural Science	3
HORT 1110	Landscape Plant Materials	3

Spring Semester		
HORT 1140	Landscape Construction	3
HORT 1220	Soils and Fertilizers	3

SECOND YEAR

Fall Semester		**Credits**
HORT 1120	Landscape Design	3
HORT 2010	Internship I	1

Spring Semester		
HORT 1130	Landscape and Ground Maintenance	3
HORT 1210	Turf Grass Management	3

THIRD YEAR

Fall Semester		**Credits**
HORT 1310[1]	Horticulture Pesticide Selection and Use[1]	3
HORT 1410	Landscape Trees & Arboriculture	3

Spring Semester		
HORT 1510	Principles of Management for Horticulture	3
HORT 2020	Internship II	1

[1] This course will prepare the student to take the Tennessee Commercial Pesticide Applicator's License Test and the test for Certification in Ornamental (C03).

Industrial Automation

Technical Certificate (The Automation program is taught primarily on Nashville State's Cookeville campus)

This certificate was designed as an extension of the Industrial Electrical Maintenance Certificate or for industrial electrical technicians who wish to expand their knowledge in the employment and application of the microcomputer in the field of automatic control systems.

This certificate will concentrate on the setup and programming of intelligent devices used in servomechanisms and in process controls. The laboratory equipment is industrial grade and lab experiments are design to give students a replica of real world projects.

Applicants must have a fundamental knowledge in AC and DC circuits, theory and operation and AC and DC machines, motor controls, and basic PLC programming. Students lacking that knowledge should enroll in one or more of the following courses, as coordinated with an advisor: IMC 1100 Electrical Maintenance Orientation, IMC 1150 DC and AC Circuits, IMC 2100 Electrical Machine Controls, and IMC 2200 Programmable Logic Controllers.

All of the courses in this certificate apply toward Nashville State's A.A.S. degrees in General Technology or the Automated Control Systems Concentration in Engineering Technology.

COURSE REQUIREMENTS

Course			Class	Lab	Credits
CAD	1200	Computer Aided Drafting I	1	4	3
CTD	1010	Computer Operating System Environment	3	0	3
CIS	2215	BASIC Programming for Eng. Tech	2	2	3
MFG	2040	Programmable Motion Controllers	3	2	4
MFG	2060	Industrial Communications	2	2	3
MFG	2140	Programmable Process Controllers	2	2	3
MFG	2150	Computer Integrated Lab	2	3	3
MFG	2260	Advanced PLC Programming	3	3	4
MFG	2300	Robotics	3	3	4
		Total Certificate Requirements			**.....30**

RECOMMENDED FULL-TIME SEQUENCE

Fall Semester			**Credits**
CAD	1200	Computer Aided Drafting I	.3
CTD	1010	Computer Operating System Environment	.3
CIS	2215	BASIC Programming for Eng. Tech	.3
MFG	2040	Programmable Motion Controllers	.4
MFG	2060	Industrial Communications	.3
Spring Semester			
MFG	2140	Programmable Process Controllers	.3
MFG	2150	Computer Integrated Lab	.3
MFG	2260	Advanced PLC Programming	.4
MFG	2300	Robotics	.4

Industrial – Electrical Maintenance

Technical Certificate

Reliable electrical power systems are dependent on proper maintenance to avoid outages and other problems. Qualified maintenance specialists are vital to the safe, reliable operation of the complex electrical systems in large industrial plants, commercial buildings, and institutional facilities. This comprehensive certificate program offers excellent preparation for a career in the maintenance of large electrical systems. It includes an appropriate amount of necessary theory explaining "why" and places strong emphasis on the actual equipment and operation of large and critical electrical power systems.

The program covers electrical, as well as associated electronic, hydraulic, and pneumatic equipment and applications.

All of the courses in this certificate apply toward Nashville State's A.A.S. degrees in General Technology or in Electrical Engineering Technology.

COURSE REQUIREMENTS

Course			Class	Lab	Credits
IMC	1100	Electrical Maintenance Orientation	3	3	4
IMC	1150	D.C. and A.C. Circuits	2	6	4
IMC	1200	Digital Principles	3	3	4
MFG	2015	Hydraulics and Pneumatics	3	3	4
IMC	2100	Electrical Machines & Controls	2	6	4
IMC	2150	Control Applications	3	3	4
IMC	2200	Programmable Logic Controllers	3	4	5
IMC	2250	Interpreting Technical Information	2	3	3
		Total Certificate Requirements			**.....32**

RECOMMENDED PART-TIME EVENING SEQUENCE

Note: No day sequence is currently offered

FIRST YEAR

Fall Semester **Credits**

IMC 1100 Electrical Maintenance Orientation 4
IMC 1150 D.C. and A.C. Circuits 4

Spring Semester

IMC 1200 Digital Principles 4
MFG 2015 Hydraulics and Pneumatics 4

SECOND YEAR

Fall Semester **Credits**

IMC 2100 Electrical Machines & Controls 4
IMC 2150 Control Applications 4

Spring Semester

IMC 2200 Programmable Logic Controllers 5
IMC 2250 Interpreting Technical Information 3

Industrial Machine Tool

Technical Certificate

Nashville State's Machine Tool program will assist a student in obtaining a basic understanding of the theory and skills needed in the machine tool trade. Many Middle Tennessee companies hire machinists with the qualifications that are being taught in this program. These qualifications include: The use of basic hand tools and measuring tools and an understanding of measuring techniques.

- Perform CAD operations.
- An overall knowledge of machining techniques.
- The use of materials with an understanding of their chemical composition and properties.
- The ability to set up and program computer numerical controlled (CNC) machine tools.
- The ability to machine materials on milling machines, lathes, grinding machines, drilling machines and presses.
- An understanding of tolerances and fits of machine parts.

All of the courses in this certificate apply toward Nashville State's A.A.S. degrees in General Technology or in Electrical Engineering Technology.

COURSE REQUIREMENTS

Course			Class	Lab	Credits
IMC	1010	Blueprint Reading for Industry	0	4	2
MATH	1085	Technical Mathematics I	5	0	5
IMC	1110	Machine Tool I	3	3	4
IMC	1210	CNC Machining I	3	3	4
CAD	1200	CAD I	1	4	3
IMC	1310	Machine Tool II	3	3	4
IMC	1410	CNC Machining II	3	3	4
MFG	1900	Strength of Materials/Statics	3	2	4
		Total Certificate Requirements			**.....30**

RECOMMENDED FULL-TIME SEQUENCE

FIRST YEAR

Fall Semester			**Credits**
IMC	1010	Blueprint Reading for Industry	2
MATH	1085	Technical Mathematics I	5
IMC	1110	Machine Tool I	4
IMC	1210	CNC Machining I	4
Spring Semester			
CAD	1200	CAD I	3
IMC	1310	Machine Tool II	4
IMC	1410	CNC Machining II	4
MFG	1900	Strength of Materials/Statics	4

Music Technology

Technical Certificate

The music/recording industry in Nashville–Davidson County is considered one of the busiest in the country. The Music Technology program will provide students with a well-rounded curriculum and hands-on experience with equipment comparable to that found in professional music studios. The program is designed to prepare students for a variety of related jobs applicable to any musical genre. Former students include award winning recording engineers, studio owners and managers, writers, choral music directors, and performing artists.

The current facility includes digital and analog multi-track recording studios and multiple MIDI/keyboard/computer systems.

The faculty members are successful, practicing professionals who are actively involved in the music business on a daily basis.

It is the intent of the Music Technology program that graduates be able to:

- Demonstrate proficiency with typical professional recording equipment and MIDI/computer/software systems.
- Demonstrate an overall understanding of the technical, creative, and business aspects of the music industry.
- Understand the terminology used in today's music and recording environments.
- Troubleshoot basic equipment problems.
- Function competently in entry-level music business and recording/audio positions.
- Work effectively with others in a creative team environment.

All of the courses in this certificate apply toward Nashville State's A.A.S. degree in General Technology.

Note: The primary purpose of this certificate is to prepare students for employment following graduation from Nashville State. However, some students may wish to continue in a baccalaureate program either immediately or in the future. If you plan to transfer to a four-year program after leaving Nashville State, consult the department head for a specialized program of study. *Failure to do so could result in a loss of credits in the transfer process.*

COURSE REQUIREMENTS

Fall Semester			**Class**	**Lab**	**Credits**
MST	1110	Fundamentals of Music	3	0	3
MST	1130	Introduction to Studio Recording	2	2	3
MST	1140	Introduction to MIDI	2	2	3
MST	1210	The Business of Music	3	0	3
Spring Semester					
MST	1220	Songwriting	3	0	3
MST	1230	Advanced Studio Recording	2	2	3
MST	1240	Desktop Digital Audio	2	2	3
MST	1340	Music Publishing	3	0	3
Summer Semester					
MST	1310	The Internet for Musicians	2	2	3
MST	1330	Studio Maintenance	2	2	3

Total Certificate Requirements 30

Additional classes which may be substituted for two of the previously listed courses.

MST	1260	Advanced MIDI	2	2	3
MST	1320	Advanced Songwriting	3	0	3

Cooperative Education work experience in Music Technology can be an important addition to a student's formal classroom work. Co-op courses, if appropriate, may substitute for technical courses up to six credit hours with the prior approval of the department head. All Co-op work must have department head approval. The Career Employment Center will provide the correct course numbers. Students participating in Cooperative Education are encouraged to work a minimum of two terms. See page 65 for more information.

Photography

Technical Certificate

The Nashville State Photography program provides the student with the most complete facility and curriculum in the region. Former students can be found in a variety of media positions in state and local government. Many others have found career opportunities as owners or employees of private media businesses. Both full- and part-time students of all ages comprise the growing Photography Department.

The facilities include a 22-enlarger black-and-white darkroom, a film processing lab, a color print lab with 20 individual darkrooms, a studio furnished with large format cameras and various lighting capabilities, a television studio and editing room, and a digital imaging lab.

The instructors bring to the classroom a wealth of experience and expertise in many phases of commercial and free-lance photography, and television production. The curriculum requires the student to acquire a thorough comprehension of the basic technical skills necessary to enter the job market.

It is the intent of the Photography Department that graduates of the program be able to:

- Function competently in entry-level photographic lab and studio positions.
- Operate 35mm and 4x5 cameras competently and efficiently.
- Work effectively in a B&W or color lab situation individually or in a team environment.
- Apply problem-solving and creative approach techniques to successfully solve photographic situations encountered in studios, laboratories, and real-life applications.
- Apply basic lighting techniques and metering skills.
- Adjust rapidly to integration of digital imaging/computer software upgrades with still photography.
- Think creatively in problem-solving using well-considered logical approaches to creating an image from concept to actualization.
- Be able to perform necessary math skills and communicate effectively both orally and in writing.

All of the courses in this certificate apply toward Nashville State's A.A.S. degrees in General Technology or in Visual Communications.

COURSE REQUIREMENTS

Fall Semester			**Class**	**Lab**	**Credits**
PHO	1110	Basic Photography	3	0	3
PHO	1115	Photographic Visual Principles	3	0	3
PHO	1210	Black-and-White Photography I	2	2	3
COM	1210	Introduction to Electronic Media	3	0	3
Spring Semester					
PHO	1230	Color Lab Techniques I	2	2	3
PHO	1240	Studio & Lighting Techniques	2	2	3
PHO	1430	Portrait & Wedding Techniques	3	0	3
		Technical Elective			3
Summer Semester					
PHO	1270	Portfolio Practicum	2	2	3
PHO	1490	Digital Photography	3	0	3
		Total Certificate Requirements			**.....30**

Technical Electives					
COM	1230	Introduction to Digital Imaging	2	2	3
PHO	1170	Business of Photography	3	0	3
PHO	1310	Black-and-White Photography II	2	2	3
PHO	1320	Color Laboratory Techniques II	2	2	3
PHO	1410	Nature Photography	2	2	3
PHO	1440	Medical Photography Techniques	3	0	3
PHO	1450	Individual Study	1	6	3
PHO	1460	Open Darkroom	2	2	3
PHO	1470	Photojournalism	2	2	3
PHO	1350	Advanced Studio Lighting	2	2	3

Cooperative Education work experience in Photography can be an important addition to a student's formal classroom work. Co-op courses, if appropriate, may substitute for technical courses up to six credit hours with the prior approval of the department head. All Co-op work must have department head approval. The Career Employment Center will provide the correct course number. Students participating in Cooperative Education are encouraged to work a minimum of two terms. See page 65 for more information.

Note: The primary purpose of this certificate is to prepare students for employment immediately following graduation from Nashville State. However, some students may wish to continue in a baccalaureate program either immediately or in the future. If you plan to transfer to a four-year program after leaving Nashville State, consult the department head for a specialized program of study. *Failure to do so could result in a loss of credits in the transfer process.*

Surgical Technology

Technical Certificate

TechPrep
PROGRAM ELIGIBILITY

The Surgical Technology Certificate is a two-semester program, which trains individuals as surgical technologists. These individuals are specially trained members of the health care team who assist in a variety of ways in the operating room. Individuals completing this certificate will be eligible to sit for the National Certifying Examination and upon passing the exam be designated as a Certified Surgical Technologist® by the Association of Surgical Technologists.

Job opportunities include operating rooms, clinics, labor and delivery departments, and central sterile supply departments. A high school diploma or equivalent and acceptable scores on the ACT or ACT Compass test are required for admission to the program. Medical forms are required for enrollment in the program, and students must have professional liability and health insurance. A "C" average or better in all courses is required to enter the second semester. Admission is based on GPA, related work experience, courses completed toward program, Tennessee residency and interview. Due to limited enrollment, students should request application early. A letter with specific admission requirements will be sent to all qualified applicants.

Enrollment in Surgical Tech courses whose section number begins with he letters ALH requires application, interview, and acceptance in the Surgical Technology program. See instructors for more information.

COURSE REQUIREMENTS

			Class	Lab	Credits
Biology					
BIOL	1000	Medical Terminology	3	0	3
BIOL	1002	Microbiology for Surgical Technology	2	0	2
BIOL	1004	Basic Anatomy & Physiology	3	0	3
Chemistry					
CHEM	1000	Basic Chemistry & Pharmacology	2	0	2
Allied Health					
ALH	1001	Introduction to Surgical Technology	3	3	3
ALH	1002	Basic Skills Laboratory	0	3	1
ALH	1003	Introduction to Clinical	1	3	2
ALH	1010	Clinical Experience for Surgical Technology	5	32	15
		Total Requirements Certificate			**31**

First Semester **Credits**

ALH 1001 Introductory Surgical Technology.....3
ALH 1002 Basic Skills Laboratory.....1
ALH 1003 Introduction to the Clinical.....3
BIOL 1000 Medical Terminology.....3
BIOL 1002 Microbiology for Surgical Technology.....2
BIOL 1004 Basic Anatomy and Physiology.....3
CHEM 1000 Basic Chemistry and Pharmacology.....2

Second Semester

ALH 1010 Clinical Experience for Surgical Technology.....15

All of the courses in this certificate apply toward Nashville State's A.A.S. degree in General Technology.

Note: The primary purpose of this certificate is to prepare students for employment immediately following graduation from Nashville State. However, some students may wish to continue in a baccalaureate program either immediately or in the future. If you plan to transfer to a four-year program after leaving Nashville State, consult the department head for a specialized program of study. *Failure to do so could result in a loss of credits in the transfer process.*

Technical Communications

Technical Certificate

The Technical Certificate in Technical Communications is a unique online degree program that is part of the eLearnIT program. This online learning experience provides for both a technical certificate and preparation for students to continue their pursuit of an A.A.S. degree at Roane State Community College and/or a Bachelor's degree through a partnership with the University of Tennessee. All courses are delivered completely over the Internet, enabling people in Tennessee, as well as the nation, to enjoy a greater opportunity to fill Information Technology-based jobs.

The Technical Certificate in Technical Communications represents the first year of the eLearnIT program. At the end of that year, students may choose to enter the IT work force or continue with the A.A.S. degree at Roane State.

eLearnIT is an asynchronous learning environment, which means that students decide when to participate in class activities such as bulletin board discussions. This environment allows students to work around their schedules. However, please note that all courses do have an end time clearly specified by the instructor by which ALL course work is required to be completed AND turned in.

Please keep in mind that eLearnIT is an online degree program, which means that students must have computer access. Students are expected to have a basic familiarity with computers and the Internet. For additional information about eLearnIT, including hardware and software standards and other degree pathways, visit the eLearnIT Website at *www.elearnit.org*.

All of the courses in this certificate apply toward NSCC's A.A.S. degree in General Technology.

Year 1
Fall Semester (NSCC)

Course			Credit Hours
ENGL	1010	English Composition I	3
ENGL	1113	Introduction to Research	3
ENGL	1114	Technical Editing	3
COM	1010	Basic Web Design	3
		Total First Semester	**15**

Spring Semester (NSCC)

ENGL	2112	Report Writing	3
ENGL	2114	Writing for Industry	3
ENGL	2116	Writing for the Web	3
PHIL	1000	Critical Thinking	3
		Choose **ONE** of the following electives:	
MATH	1510	Probability/Statistics	3
COM	1000	Beginning HTML	3
OAD	1150	Web Projects	3
COM	1020	Basic Web Graphics	3
		Total Second Semester	**15**
		Total Semester Hours (NSCC)	**30**

Year 2
Fall Semester (Roane State)

Course			Credit Hours
ENGL	1020	English Composition II	3
ENGL	2450[1]	Advanced Technical Writing	3
SPE	221	Business and Professional Speaking	3
ART	2140	Digital Support Graphics	3
MSC	1011	Physical Sciences	3
		Total First Semester	**15**

Spring Semester (Roane State)

WNGL	2420[1]	Technical Research	3
ENGL	2450	Online Communication and Publishing[1]	3
BUS	234	Introduction to Public Relations	3
GGY	2310	Human Geography	3
CST	219	Introduction to Electronic Commerce	3
		Total Second Semester	**15**
		Total Semester Hours (Roane State)	**30**

[1]ENGL 1010 is a prerequisite for this course.

Web Page Authoring

Technical Certificate

Nashville State Community College's Technical Certificate in Web Page Authoring is an unique online degree program that is part of the eLearnIT program. This online learning experience provides for a Technical Certificate at Nashville State Community College. Students may also continue their pursuit of an Associate of Applied Science degree at Pellissippi State Technical Community College and a Bachelor's degree through a partnership with the University of Tennessee. All courses are delivered completely over the Internet, enabling people in Tennessee and throughout the Appalachia, as well as the nation, to enjoy a greater opportunity to fill Information Technology-based jobs.

The Technical Certificate in Web Page Authoring at NSCC represents the first year of the eLearnIT program. All eLearnIT courses articulate and transfer completely to Pellissippi State Technical Community College and the University of Tennessee–Martin's Bachelor of University Studies program.

eLearnIT is a asynchronous learning environment, which means that students decide when to participate in class activities such as bulletin board discussions. This environment allows students to work around their schedules. However, please note that all courses do have an end time clearly specified by the instructor by which ALL course work is required to be completed AND turned in.

Please keep in mind the eLearnIT is an online degree program, which means that students must have computer and Internet access. Students are expected to have a basic familiarity with computers and the Internet. For additional information about eLearnIT, including hardware and software standards and other degree pathways, visit the eLearnIT Website at *www.elearnit.org*.

All of the courses in this certificate apply toward NSCC's A.A.S. degree in General Technology.

YEAR 1

Fall Semester (NSCC)

Course			Credits
ENGL	1010	English Composition I	3
COM	1000	Beginning HTML	3
AIS	1010	Computer Concepts and Applications	3
PHIL	1000	Critical Thinking	3
COM	1010	Basic Web Design	3
		Total	**15**

Spring Semester (NSCC)

COM	1030	Overview of Web Tools	3
COM	1020	Basic Web Graphics	3
BUS	1050	Legal Issues for the Web	3
ENGL	2116	Writing for the Web	3
MATH	1510	Statistics I (Required for students who plan to pursue the Associate's degree)	3
		or	
OAD	1150	Web Projects Using FrontPage®	3
		Total	**15**
		Total Semester Credits (NSCC)	**30**

This certificate is a part of the eLearnIT program, funded by the United States Department of Education Fund for the Improvement of Postsecondary Education (FIPSE) and Learning Anytime Anywhere Partnership (LAAP) grant.

Pellissippi State Technical Community College has two tracks:

- Web Developer Track
- Web Graphics Developer Track

Web Developer Track

Year 2

Fall Semester (PSTCC)

WEB	2000	Professional Web Development Tools	3
WEB	2300	Web Scripting Languages	3
WEB	2500	Problem Solving for the Web with eCommerce	3
		Social/Behavioral Science elective	3
		Math or Natural Science elective	3
		Total	**15**

Spring Semester (PSTCC)

WEB	2400	Project Management	3
WEB	2700	Programming for the Web Developer	3
WEB	2800	Database Web Development	3
WEB	2900	Web Developer Exit Project	3
		Public Speaking elective	3
		Total	**15**
		TOTAL credits PSTCC	**30**

Web Graphics Developer Track

Year 2

Fall Semester (PSTCC)

WEB	2000	Professional Web Development Tools	3
WEB	2100	Introduction to Photoshop	3
WEB	2500	Problem Solving for the Web with eCommerce	3
		Social/Behavioral Science elective	3
		Math or Natural Science elective	3
		Total	**15**

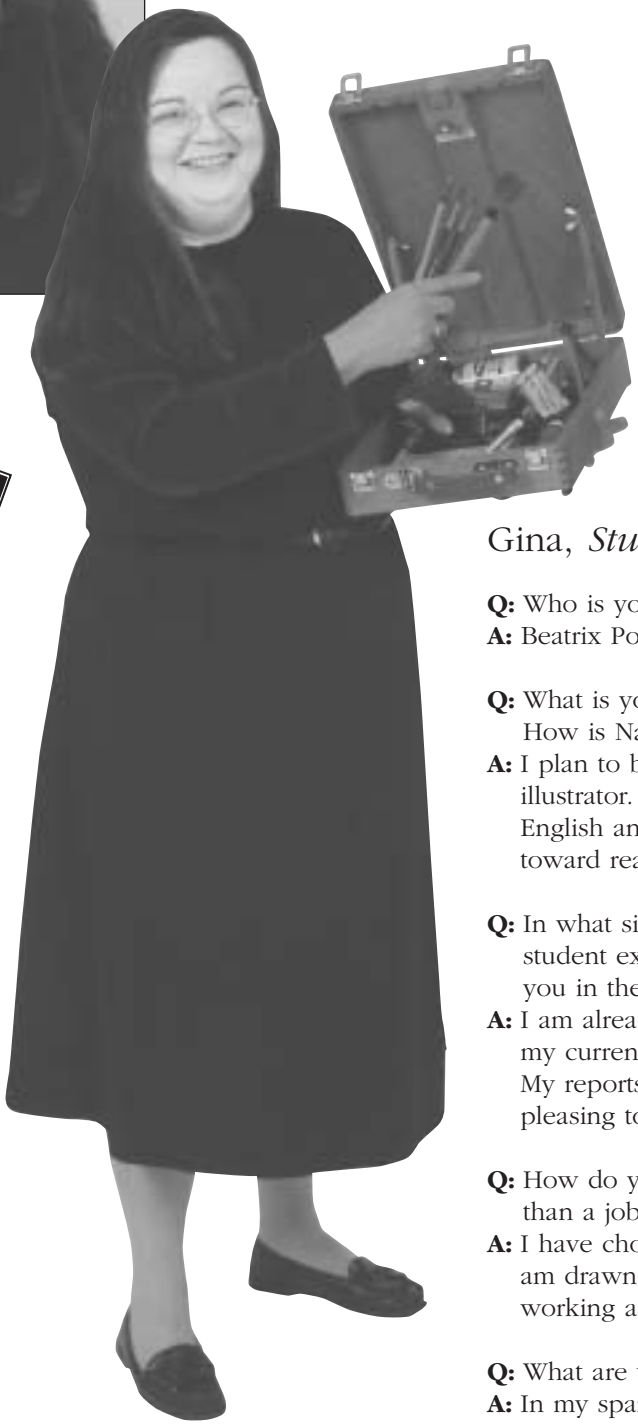
Spring Semester (PSTCC)

WEB	2110	Motion Vector Graphics	3
WEB	2120	Audio/Video for the Web	3
WEB	2400	Project Management	3
WEB	2900	Web Developer Exit Project	3
		Public Speaking elective	3
		Total	**15**
		TOTAL credits PSTCC	**30**

Nashville State

Associate of Arts

and Associate of Science



Nashville State ORIGINALS Student Stories

Gina, *Studio Art*

Q: Who is your inspiration?
A: Beatrix Potter and Jan Karon

Q: What is your career goal? How is Nashville State helping you get there?
A: I plan to be a children's book author and illustrator. My excellent instructors in both English and Art have given me a good start toward realizing that dream.

Q: In what situations do you see your current student experience being most beneficial to you in the future?
A: I am already using my design knowledge in my current job as an analyst/programmer. My reports come back functional and pleasing to the eye.

Q: How do you see your ideal work as more than a job?
A: I have chosen to use my time doing what I am drawn to and enjoy, rather than just working as a cog for hire.

Q: What are your favorite past times?
A: In my spare time, I enjoy thinking, reading, and watercolor painting.

General Education Courses

Courses that meet general education requirements are categorized below. For specific transfer equivalencies, contact your transfer college/university of choice, or see an advisor.

Humanities

American Literature I & II (ENGL 2110, ENGL 2120)
Art Appreciation (ART 1030)
Aural Skills I & II (MUS 1025, MUS 1026)
British Literature I & II (ENGL 2210, ENGL 2220)
Critical Thinking (PHIL 1000)
Design (ART 1132)
Drawing I & II (ART 1121, ART 1122)
Ethics (PHIL 1111)
Ethics In Medicine (PHIL 2300)
Fiction (ENGL 2010)
Freshman Music Theory I & II (MUS 1020, MUS 1021)
Introduction to Cinema (ENGL 2140)
Introduction to Philosophy (PHIL 1030)
Introduction to Theater (THEA 1030)
Materials of Music (MUS 1010)
Multi-Cultural Literature (ENGL 2133)
Music Appreciation (MUS 1030)
Painting I (ART 2221)
Philosophy in Movies (PHIL 2021)
Poetry & Drama (ENGL 2020)
Sophomore Music Theory I & II (MUS 2020, MUS 2021)
World Literature I & II (ENGL 2310, ENGL 2320)

English

English Composition I & II (ENGL 1010, ENGL 1020)
Introduction to Research (ENGL 1113)
Technical Editing (ENGL 1114)
Writing for Industry (ENGL 2114)
Writing for the Web (ENGL 2116)
Speech (SPCH 1010)
Research Methods (ENGL 1110)
Report Writing (ENGL 2112)
Fundamentals of Speech Communication (SPCH 1112)
Journalism Writing for the Media (ENGL 1115)
Voice and Diction (SPCH 2215)

Social Sciences

American History to Mid-19th Century (HIST 2010)
American History Since Mid-19th Century (HIST 2020)
Child Development (PSYC 2120)
Introduction to Anthropology (SOCI 1120)
Marriage & Family (SOCI 2112)
Introduction to Political Science (POLI 1111)
Introduction to Psychology (PSYC 1111)
Psychology of Adjustment (PSYC 1115)
Psychology of Human Development (PSYC 2111)
Introduction to Sociology (SOCI 1111)
Social Problems (SOCI 1112)
Social Psychology (PSYC 2113)
Tennessee History (HIST 2030)
World Civilization I & II (HIST 1110, HIST 1120)
World Regional Geography I & II (GEOG 1010, GEOG 1020)

Math & Natural Sciences

Business Mathematics (MATH 1075)
Calculus for Biology/Business (MATH 1830)
Calculus & Analytic Geometry I, II, & III (MATH 1910, MATH 1920, MATH 2110)
Calculus-Based Probability & Statistics (MATH 2050)
College Algebra (MATH 1710)
Differential Equations (MATH 2120)
Finite Math (MATH 1610)
Linear Algebra/Matrix Algebra (MATH 2010)
Math for Liberal Arts (MATH 1010)
Statistics I & II (MATH 1510, MATH 1520)
Technical Mathematics I & II (MATH 1085, MATH 1055)
Trigonometry (MATH 1720)
Anatomy and Physiology I & II (BIOL 2010, BIOL 2020)
Applied Physics I & II (PHYS 1015, PHYS 1025)
Astronomy I [Solar System] (ASTR 1010)
Astronomy II [Stellar & Galactic] (ASTR 1020)
Calculus-based Physics I & II (PHYS 2110, PHYS 2120)
Chemistry II (CHEM 1120)
Earth Science (GEOL 1110)
Environmental Science (BIOL 2115)
Introduction to Biology I & II (BIOL 1010, BIOL 1020)
General Biology I & II (BIOL 1110, BIOL 1120)
General Chemistry I & II (CHEM 1110, CHEM 1120)
Introduction to Chemistry (CHEM 1010)
Microbiology (BIOL 2230)
Non-Calculus-based Physics I & II (PHYS 2010, PHYS 2020)
Organic Chemistry I & II (CHEM 2010, CHEM 2020)
Physical Geology (GEOL 1040)
Survey of Physical Science (PSCI 1030)

Education

Introduction to Education (EDUC 2010)

Health, Physical Development, & Recreation

Health & Wellness (PHED 1010)
Karate & Intermediate Karate (PHED 1100, PHED 1420)
Tennis (PHED 1740)

Languages

Arabic I (ARAB 1010)
French I & II (FREN 1010, FREN 1020)
German I (GERM 1010)
Spanish I, II, III, IV, Conversational Spanish (SPAN 1010, 1020, 2010, and 2025)

Associate of Arts and Associate of Science Degrees

Students planning to earn a baccalaureate degree at a four-year college or university can complete their first two years at Nashville State Community College and receive an Associate of Arts (A.A.) or Associate of Science (A.S.) degree. The primary goal of these degrees is to prepare students to successfully pursue the baccalaureate degree.

Nashville State works closely with students and area universities to ensure smooth transfer by developing both course-by-course Equivalency Tables and program articulation agreements. Copies are available in the Student Services Building. To assist students, both Tennessee State University and Austin Peay State University have transfer advisors available for advising in the Student Services Center on the Nashville State campus.

Associate of Arts Degree Associate of Science Degree University Parallel Studies

Summary of Required Hours

(General education core requirements are uniform for Tennessee Board of Regents institutions. Recommended Area of Emphasis courses may be changed to meet specific requirements for the major at the intended transfer university.)

Associate Degree (A.A. and A.S.) General Education Requirements: 41 hours

English Composition	6 hours
English Oral Presentation Communication	3 hours
Literature	3 hours
Humanities and/or Fine Arts	6 hours
Social/Behavioral Sciences	6 hours
History	6 hours
Natural Sciences lab courses	8 hours
Mathematics	3 hours

Area of Emphasis Courses in the intended University Major: 19 hours

ALL Associate's degrees require a minimum of 60 semester credit hours.

Note: *Foreign language courses will be an additional requirement for the A.A. and B.A. degrees at Tennessee Board of Regents' colleges and universities.

Note: Students should consult a catalog from the transfer college/university of their choice. Throughout the advising and registration process at Nashville State, *it is very important* that students become familiar with requirements of the transfer program they are pursuing.

To maximize transferability, students should complete the Associate's degree prior to transferring to a college or university baccalaureate program. For information and advising in a specific Area of Emphasis, students should contact the appropriate division or department.

Associate of Science Degree and Associate of Arts Degree/Areas of Emphasis

American Sign Language
Art (Studio Art)
Biology
Business and Information Systems
Chemistry
Child Development & Family Relationships
Computer Science
Construction Management
Criminal Justice
Early Childhood Education
Elementary Education
English
Environmental Science
Family and Consumer Sciences (Design)
History
Industrial Management
Mathematics
Medical Technology
Music
Occupational Therapy
Philosophy
Physical Education
Physics
Pre-Engineering
Pre-Law
Psychology
Secondary Education
Sociology
Spanish
Special Education
Speech and Communications

American Sign Language Studies

University Parallel Studies
Associate of Arts Degree (A.A.)
Associate of Science Degree (A.S.)

General Education Courses

Course No.	Course Title	Credit
SPCH 1010	Speech	3
ENGL 1010	English Composition I	3
ENGL 1020	English Composition II	3
ENGL 2110	American Literature I	3
PSYC 1111	Introduction to Psychology	3
THEA 1030	Introduction to Theatre	3
HIST 2010	American People to Mid-19th Century	3
HIST 2020	American People since Mid-19th Century	3
MATH 1710	College Algebra	3
AIS 1180	Introduction to Microcomputing	4
Humanities Elective		3
Natural Science Electives		8
PHED 1010*	Introduction to Health and Wellness	3

Recommended Area of Emphasis Courses

ASL 1010	Foundations in Deafness	3
ASL 1110	American Sign Language I	3
ASL 1120	American Sign Language II	3
ASL 1130	American Sign Language III	3
ASL 2300	American Sign Language IV	3
TOTAL		**60**

NOTE: The A.A. degree requires 6–8 hours of a foreign language. It is essential that students seeking this degree develop a plan of study with an advisor.

*PHED 1010 may substitute for the TBR Physical Education requirement.

General education course requirements are listed on page 145.

Art (Studio Art)

University Parallel Studies
Associate of Arts Degree (A.A.)
Associate of Science Degree (A.S.)

General Education Courses

Course No.	Course Title	Credit
SPCH 1010	Speech	3
ENGL 1010	English Composition I	3
ENGL 1020	English Composition II	3
MUS 1030	Music Appreciation	3
	Literature Electives	6
HIST 2010	The American People to Mid-19th Century	3
HIST 2020	The American People since Mid-19th Century	3
BIOL 1010	Introduction to Biology I	4
BIOL 1020	Introduction to Biology II	4
MATH 1710	College Algebra	3
PHED 1010*	Introduction to Health/Wellness	3
SOCI 1111	Introduction to Sociology	3
PHIL 1030	Introduction to Philosophy	3
AIS 1180	Introduction to Microcomputing	4

Recommended Area of Emphasis Courses

ART 1121	Drawing I	3
ART 1122	Drawing II	3
ART 1131	Design	3
ART 1221	Painting I	3
TOTAL		**60**

NOTE: The A.A. degree requires 6–8 hours of a foreign language. It is essential that students seeking this degree develop a plan of study with an advisor.

*PHED 1010 may substitute for the TBR Physical Education requirement.

General education course requirements are listed on page 145.

Biology

University Parallel Studies
Associate of Arts Degree (A.A.)
Associate of Science Degree (A.S.)

General Education Courses

Course No.	Course Title	Credit
SPCH 1010	Speech	.3
ENGL 1010	English Composition I	.3
ENGL 1020	English Composition II	.3
	Humanities Electives	.6
	(one each from two disciplines)	
	Art Appreciation	
	Philosophy	
	Music Appreciation	
	Theatre	
HIST 2010	The American People to Mid-19th Century	.3
HIST 2020	The American People since Mid-19th Century	.3
CHEM 1110	General Chemistry I	.4
CHEM 1120	General Chemistry II	.4
	Literature Elective	.3
MATH 1710	College Algebra	.3
	Social Science Elective	.3
PHED 1010*	Introduction to Health & Wellness	.3
CTD 1010	Computing Environments	.3

Recommended Area of Emphasis Courses

BIOL 1110	General Biology I	.4
BIOL 1120	General Biology II	.4
BIOL 2230	Microbiology	.4
BIOL 2115	Environmental Science	.4
	TOTAL	**.60**

NOTE: The A.A. degree requires 6–8 hours of a foreign language. It is essential that students seeking this degree develop a plan of study with an advisor.

*PHED 1010 may substitute for the TBR Physical Education requirement.

General education course requirements are listed on page 145.

Business and Information Systems

University Parallel Studies
Associate of Science Degree (A.S.)

General Education Courses

Course No.	Course Title	Credit
SPCH 1010	Speech	.3
ENGL 1010	English Composition I	.3
ENGL 1020	English Composition II	.3
Humanities Elective	ENGL 2020, 2110, 2133, 2210, 2310, 2320 or PHIL 1000, 1030, 1111	.6
ENGL 2010	Introduction to Literature I: Fiction	.3
HIST 2010	The American People to Mid-19th Century	.3
HIST 2020	The American People since Mid-19th Century	.3
Science Elective I	BIOL 1010, 1110, 2010; CHEM 1110 or PHYS 1015, 2010, 2110	.4
Science Elective II	BIOL 1110, 1120, 2020; CHEM 1120 or PHYS 1025, 2020, 2120	.4
MATH 1710	College Algebra	.3
PHED 1010*	Introduction to Health & Wellness	.3
Social Science Elective	HIST 1110, 1120, 2030 or SOCI 1111, 1112, 2112, 2113	.3

Recommended Area of Emphasis Courses: Select at least 19 credit hours from the following list.

Note: It is essential that you see an advisor when making course selections. Some universities require specific courses for the program in which you may wish to enroll. Many universities require more than 60 credit hours for junior standing.

ACCT 1104	Principles of Accounting I	.4
ACCT 1105	Principles of Accounting II	.4
AIS 1181	Microcomputer Software/Business	.4
BUS 1113	Introduction to Business	.3
MATH 1510	Statistics I	.3
MATH 1830	Calculus for Business/Biology	.3
ECON 1111	Principles of Macroeconomics	.3
ECON 1121	Principles of Microeconomics	.3
	Select a minimum of 19 hours	
	TOTAL	**.60**

*PHED 1010 may substitute for the TBR Physical Education requirement.

General education course requirements are listed on page 145.

Chemistry

University Parallel Studies
Associate of Arts Degree (A.A.)
Associate of Science Degree (A.S.)

General Education Courses

Course No.	Course Title	Credit
SPCH 1010	Speech	3
ENGL 1010	English Composition I	3
ENGL 1020	English Composition II	3
PHIL 1000	Critical Thinking/Problem. Solving.	3
Humanities Electives		6
	Art Appreciation Literature Music Appreciation Theatre	
Literature Elective		3
HIST 2010	The American People to Mid-19th Century	3
HIST 2020	The American People since Mid-19th Century	3
BIOL 1010	Introduction to Biology I	4
BIOL 1020	Introduction to Biology II	4
MATH 1710	Pre-Calculus I (Algebra)	3
PHED 1010*	Introduction to Health & Wellness	3
Social Science Elective		3

Recommended Area of Emphasis Courses

CHEM 1110	General Chemistry I	4
CHEM 1120	General Chemistry II	4
CHEM 2010	Organic Chemistry I	4
CHEM 2020	Organic Chemistry II	4
	TOTAL	**60**

NOTE: The A.A. degree requires 6–8 hours of a foreign language. It is essential that students seeking this degree develop a plan of study with an advisor.

*PHED 1010 may substitute for the TBR Physical Education requirement.

General education course requirements are listed on page 145.

Child Development and Family Relationships

University Parallel Studies
Associate of Arts Degree (A.A.)
Associate of Science Degree (A.S.)

General Education Courses

Course No.	Course Title	Credit
ENGL 1010	Composition I	3
ENGL 1020	Composition II	3
ENGL 2010	Introduction to Literature I: Fiction	3
ENGL 2260	Elementary Children's Literature	3
SPCH 1010	Speech	3
MATH 1710	College Algebra	3
BIOL 1010	Intro to Biology I	4
BIOL 1020	Intro to Biology II	4
BIOL 2010	Anatomy and Physiology I	4
HIST 2010	The American People to Mid-19th Cent.	3
HIST 2020	The American People since Mid-19th Cent.	3
SOCI 2112	Marriage and the Family	3
GEOG 1010	World Regional Geography I	3
ART 1030	Art Appreciation	3
MUS 1030	Music Appreciation	3

Recommended Area of Emphasis (Select 12 hours)

ECED 1010	Introduction to Early Childhood Education	3
ECED 2010	Safe, Healthy, Learning Environments	3
ECED 2015	Early Childhood Curriculum	3
ECED 2020	Infant, Toddler, Child Development	3
ECED 2040	Family Dynamics and Community Involvement	3
ECED 2090	Creative Development	3
	TOTAL	**60**

NOTE: The A.A. degree requires 6–8 hours of a foreign language. It is essential that students seeking this degree develop a plan of study with an advisor.

*PHED 1010 may substitute for the TBR Physical Education requirement.

General education course requirements are listed on page 145.

Computer Science

University Parallel Studies
Associate of Science Degree (A.S.)

General Education Courses

Course No.	Course Title	Credit
SPCH 1010	Speech	3
ENGL 1010	English Composition I	3
1020	English Composition II	3
Humanities Elective	ENGL 2020,2110, 2133, 2210, 2310, 2320 or PHIL 1000, 1030, 1111	6
ENGL 2010	Introduction to Literature I: Fiction	3
HIST 2010	The American People to Mid-19th Century	3
HIST 2020	The American People since Mid-19th Century	3
Science I: BIOL, CHEM, or PHYS		4
Science II: BIOL, CHEM, or PHYS		4
MATH 1910	Calculus and Analytic Geometry I	4
PHED 1010*	Introduction to Health & Wellness	3
Social Science Elective	HIST 1110,1120, 2030 or SOCI 1111, 1112, 2112, 2113	3

Recommended Area of Emphasis: Select at least 18 credit hours from the following list.

Note: It is essential that you see an advisor when making course selections. Some universities require specific courses for the program in which you may wish to enroll. Many universities require more than 60 credit hours for junior standing.

Recommended Area of Emphasis

CIS	1211	Computer Science I	3
CIS	1212	Computer Science II	3
CIS	1240	Computer Organization	3
CIS	1305	Programming Languages	3
ENGR	1100	Technical Orientation	3
MATH	1920	Calculus and Analytic Geometry II	4
CIS	1260	Assembly Language	3
		Total	**60**

*PHED 1010 may substitute for the TBR Physical Education requirement.

General education course requirements are listed on page 145.

Construction Management

University Parallel Studies
Associate of Science Degree (A.S.)

General Education Courses

Course No.	Course Title	Credit
SPCH 1010	Speech	3
ENGL 1010	English Composition I	3
ENGL 1020	English Composition II	3
Humanities Elective	ENGL 2020,2110, 2133, 2210, 2310, 2320 or PHIL 1000, 1030, 1111	6
ENGL 2010	Introduction to Literature I: Fiction	3
HIST 2010	The American People to Mid-19th Century	3
HIST 2020	The American People since Mid 19th Century	3
CHEM 1110	General Chemistry I	4
CHEM 1120	General Chemistry II	4
MATH 1710	College Algebra	3
PHED 1010*	Introduction to Health & Wellness	3
PSYC 1030	General Psychology	3

Recommended Area of Emphasis Courses: Select at least 19 credit hours from the following list.

Note: It is essential that you see an advisor when making course selections. Some universities require specific courses for the program in which you may wish to enroll. Many universities require more than 60 credit hours for junior standing.

GEOL	1040	Physical Geology	4
PHYS	2010	Non-Calculus-based Physics I	4
MATH	1510	Statistics I	3
BIOL	1110	General Biology I	4
ENGR	1000	Introduction to Engineering Technology	3
ENGR	1150	Engineering Graphics	2
CAD	1200	Computer-Aided Drafting I	4
ECON	1111	Principles of Macroeconomics	3
		Select a minimum of 19 hours	
		TOTAL	**60**

*PHED 1010 may substitute for the TBR Physical Education requirement.

General education course requirements are listed on page 145.

Criminal Justice

University Parallel Studies
Associate of Arts Degree (A.A.)
Associate of Science Degree (A.S.)

General Education Courses

Course No.	Course Title	Credit
SPCH 1010	Speech	3
ENGL 1010	English Composition I	3
ENGL 1020	English Composition II	3
Humanities Electives	(one each from two disciplines) Art Appreciation Literature Philosophy Music Appreciation Theater	6
HIST 2010	The American People to Mid-19th Century	3
HIST 2020	The American People since Mid-19th Century	3
BIOL 1110	Biology I	4
BIOL 1120	Biology II	4
Literature Electives		6
MATH 1710	College Algebra	3
SOCI 1111	Introduction to Sociology	3
PHED 1010*	Introduction to Health & Wellness	3
PSYC 1111	Introduction to Psychology	3
AIS 1180	Introduction to Microcomputing	4

Recommended Area of Emphasis Courses

PST 1000	Introduction to Criminal Justice	3
PST 2065	Prevention and Control of Crime	3
PST 1015	Survey of Institutional Corrections	3
	TOTAL	**60**

NOTE: The A.A. degree requires 6–8 hours of a foreign language. It is essential that students seeking this degree develop a plan of study with an advisor.

*PHED 1010 may substitute for the TBR Physical Education requirement.

General education course requirements are listed on page 145.

Early Childhood Education

University Parallel Studies
Associate of Arts Degree (A.A.)
Associate of Science Degree (A.S.)

General Education Courses

Course No.	Course Title	Credit
ENGL 1010	Composition I	3
ENGL 1020	Composition II	3
ENGL 2010	Introduction to Literature I: Fiction	3
ENGL 2020	Introduction to Literature II: Poetry and Drama	3
SPCH 1010	Speech	3
MATH 1710	College Algebra	3
BIOL 1010	Intro to Biology I	4
BIOL 1020	Intro to Biology II	4
HIST 2010	The American People to Mid-19th Cent.	3
HIST 2020	The American People since Mid-19th Cent.	3
HIST 2030	Tennessee History	3
GEOG 1020	World Regional Geography I	3
ART 1030	Art Appreciation	3
MUS 1030	Music Appreciation	3
AIS 1180	Intro to Microcomputing	4

Recommended Area of Emphasis (Select 12 hours)

ECED 1010	Introduction to Early Childhood Edu.	2
ECED 2010	Safe, Healthy, Learning Environments	3
ECED 2015	Early Childhood Curriculum	3
ECED 2020	Infant, Toddler, Child Development	3
ECED 2040	Family Dynamics and Community Involvement	3
ECED 2090	Creative Development	3
	TOTAL	**60**

NOTE: The A.A. degree requires 6–8 hours of a foreign language. It is essential that students seeking this degree develop a plan of study with an advisor.

*PHED 1010 may substitute for the TBR Physical Education requirement.

General education course requirements are listed on page 145.

Elementary Education

University Parallel Studies
Associate of Arts Degree (A.A.)
Associate of Science Degree (A.S.)

General Education Courses

Course No.	Course Title	Credit
ENGL 1010	Composition I	3
ENGL 1020	Composition II	3
ENGL 2010	Introduction to Literature I: Fiction	3
ENGL 2260	Elementary Children's Literature	3
SPCH 1010	Speech	3
MATH 1710	College Algebra	3
Natural Sciences Electives		8
HIST 2010	The American People to Mid-19th Cent.	3
HIST 2020	The American People since Mid-19th Cent.	3
HIST 2030	Tennessee History	3
GEOG 1010	World Regional Geography I	3
ART 1030	Art Appreciation	3
MUS 1030	Music Appreciation	3
AIS 1180	Intro to Microcomputing	4

Recommended Area of Emphasis (Select 12 hours)

PSYC 1111	Intro to Psychology	3
PSYC 2111	Psychology of Human Growth and Development	3
PSYC 2120	Child Development	3
SOCI 1111	Intro to Sociology	3
PHIL 1000	Critical Thinking and Problem Solving	3
ECED 2020	Infant, Toddler, Child Development	3
ECED 2040	Family Dynamics and Community Involvement	3
ECED 2060	Development of Exceptional Children	3
Electives (contingent on university transfer requirements)		
TOTAL		**60**

NOTE: The A.A. degree requires 6–8 hours of a foreign language. It is essential that students seeking this degree develop a plan of study with an advisor.

*PHED 1010 may substitute for the TBR Physical Education requirement.

General education course requirements are listed on page 145.

English

University Parallel Studies
Associate of Arts Degree (A.A.)
Associate of Science Degree (A.S.)

General Education Courses

Course No.	Course Title	Credit
SPCH 1010	Speech	3
ENGL 1010	English Composition I	3
ENGL 1020	English Composition II	3
Humanities Electives	(one each from two disciplines) Art Appreciation, Philosophy, Music Appreciation, Theater	6
ENGL 2310	World Literature I	3
HIST 2010	The American People to Mid-19th Century	3
HIST 2020	The American People since Mid-19th Century	3
Science Electives	Biology I, II or General Chemistry I, II or Physics I, II	8
MATH 1710	College Algebra	3
PHED 1010*	Introduction to Health & Wellness	3
Social Science Elective		3
AIS 1180	Introduction to Microcomputing	4

Recommended Area of Emphasis Courses

ENGL 2320	World Literature II	3
ENGL 2110	American Literature I	3
ENGL 2120	American Literature II	3
ENGL 2210	British Literature I	3
ENGL 2220	British Literature II	3
TOTAL		**60**

NOTE: The A.A. degree requires 6–8 hours of a foreign language. It is essential that students seeking this degree develop a plan of study with an advisor.

*PHED 1010 may substitute for the TBR Physical Education requirement.

General education course requirements are listed on page 145.

Environmental Science

University Parallel Studies
Associate of Science Degree (A.S.)

General Education Courses

Course No.	Course Title	Credit
SPCH 1010	Speech	.3
ENGL 1010	English Composition I	.3
ENGL 1020	English Composition II	.3
Humanities Elective	ENGL 2020,2110, 2133, 2210, 2310, 2320 or PHIL 1000, 1030, 1111	.6
ENGL 2010	Introduction to Literature I: Fiction	.3
HIST 2010	The American People to Mid-19th Century	.3
HIST 2020	The American People since Mid-19th Century	.3
CHEM 1110	General Chemistry I	.4
CHEM 1120	General Chemistry II	.4
MATH 1710	College Algebra	.3
PHED 1010*	Introduction to Health & Wellness	.3
Social Science Elective	HIST 1110,1120, 2030 or SOCI 1111, 1112, 2112, 2113	.3

Recommended Area of Emphasis Courses: Select at least 19 credit hours from the following list.

Note: It is essential that you see an advisor when making course selections. Some universities require specific courses for the program in which you may wish to enroll. Many universities require more than 60 credit hours for junior standing.

MATH 1510	Statistics	.3
GEOL 1040	Physical Geology	.4
BIOL 1110	General Biology I	.4
BIOL 1120	General Biology II	.4
AIS 1138	Microcomputer Software for Business	.4
PHYS 2010	Non-Calculus-Based Physics I	.4
PHYS 2020	Non-Calculus-Based Physics II	.4
ENV 1150	Environmental Technology	.3
ENV 2250	Water and Wastewater Systems	.3
	Select a minimum of 19 hours	
	TOTAL	**.60**

*PHED 1010 may substitute for the TBR Physical Education requirement.

General education course requirements are listed on page 145.

Family and Consumer Sciences (Design)

University Parallel Studies
Associate of Arts Degree (A.A.)
Associate of Science Degree (A.S.)

General Education Courses

Course No.	Course Title	Credit
SPCH 1010	Speech	.3
ENGL 1010	English Composition I	.3
ENGL 1020	English Composition II	.3
ART 1030	Art Appreciation	.3
MUS 1030	Music Appreciation	.3
HIST 2010	The American People to Mid-19th Century	.3
HIST 2020	The American People since Mid-19th Century	.3
Science Electives	Biology I, II or Chemistry I, II	.8
MATH 1710	College Algebra	.3
SOCI 1111	Introduction to Sociology	.3
PHED 1010*	Introduction to Health & Wellness	.3
AIS 1180	Introduction to Microcomputing	.4

Recommended Area of Emphasis Courses

ART 1121	Drawing I	.3
BIOL 1215	Principles of Nutrition	.3
ECON 1111	Principles of Macroeconomics	.3
ENGL 2110	American Literature I	.3
ENGL 2210	British Literature I	.3
PSYC 2111	Psychology of Human Growth & Development	.3
	TOTAL	**.60**

NOTE: The A.A. degree requires 6–8 hours of a foreign language. It is essential that students seeking this degree develop a plan of study with an advisor.

* PHED 1010 may substitute for the TBR Physical Education requirement.

General education course requirements are listed on page 145.

History

University Parallel Studies
Associate of Arts Degree (A.A.)
Associate of Science Degree (A.S.)

General Education Courses

Course No.	Course Title	Credit
SPCH 1010	Speech	.3
ENGL 1010	English Composition I	.3
ENGL 1020	English Composition II	.3
Humanities Electives	(one each from two disciplines) Art Appreciation Literature Music Appreciation Philosophy Theater	.6
Literature Electives		.6
HIST 2010	The American People to Mid-19th Century	.3
HIST 2020	The American People since Mid-19th Century	.3
Science Electives	Biology I, II or General Chemistry I, II or Physics I, II	.8
MATH 1710	College Algebra	.3
PHED 1010*	Introduction to Health & Wellness	.3
AIS 1180	Introduction to Microcomputing	.4

Recommended Area of Emphasis Courses

HIST 1110	World Civilization I	.3
HIST 1120	World Civilization II	.3
HIST 2030	Tennessee History	.3
GEOG 1010	World Regional Geography I	.3
GEOG 1020	World Regional Geography II	.3
	TOTAL	**.60**

NOTE: The A.A. degree requires 6–8 hours of a foreign language. It is essential that students seeking this degree develop a plan of study with an advisor.

*PHED 1010 may substitute for the TBR Physical Education requirement.

General education course requirements are listed on page 145.

Industrial Management

University Parallel Studies
Associate of Science Degree (A.S.)

General Education Courses

Course No.	Course Title	Credit
SPCH 1010	Speech	.3
ENGL 1010	English Composition I	.3
ENGL 1020	English Composition II	.3
Humanities Electives	ENGL 2020,2110, 2133, 2210, 2310, 2320 or PHIL 1000, 1030, 1111	.6
ENGL 2010	Introduction to Literature I: Fiction	.3
HIST 2010	The American People to Mid-19th Century	.3
HIST 2020	The American People since Mid-19th Century	.3
PHYS 2010	Non-Calculus-Based Physics I	.4
PHYS 2020	Non-Calculus-Based Physics II	.4
MATH 1710	College Algebra	.3
PHED 1010*	Introduction to Health & Wellness	.3
Social Science Elective	HIST 1110,1120, 2030 or SOCI 1111, 1112, 2112, 2113	.3

Recommended Area of Emphasis Courses: Select at least 19 credit hours from the following list.

Note: It is essential that you see an advisor when making course selections. Some universities require specific courses for the program in which you may wish to enroll. Many universities require more than 60 credit hours for junior standing.

BIOL 1010	Introduction to Biology I	.4
BIOL 1020	Introduction to Biology II	.4
CHEM 1110	General Chemistry I	.4
CHEM 1120	General Chemistry II	.4
MATH 1720	Trigonometry	.3
ENGR 1150	Engineering Graphics	.2
CAD 1200	Computer-Aided Drafting I	.3
CIS 1010	Introduction to Electronic Data Processing	.3
EET 1130	Introduction to Electronics	.5
MFG 1500	Work Measurements/Methods	.3
	Select a minimum of 19 hours	
	TOTAL	**.60**

*PHED 1010 may substitute for the TBR Physical Education requirement.

General education course requirements are listed on page 145.

Mathematics

University Parallel Studies
Associate of Arts Degree (A.A.)
Associate of Science Degree (A.S.)

General Education Courses

Course No.	Course Title	Credit
SPCH 1010	Speech	3
ENGL 1010	English Composition I	3
ENGL 1020	English Composition II	3
Humanities Electives	(one each from two disciplines) Art Appreciation Literature Music Appreciation Philosophy Theater	6
HIST 2010	The American People to Mid-19th Century	3
HIST 2020	The American People since Mid-19th Century	3
PHYS 2110	Calculus-Based Physics I	4
PHYS 2120	Calculus-Based Physics II	4
Literature Electives		6
MATH 1910	Calculus & Analytic Geometry I	4
Social Science Elective		3
PHED 1010*	Introduction to Health & Wellness	3
AIS 1180	Introduction to Microcomputing	4

Recommended Area of Emphasis Courses

MATH 1920	Calculus & Analytic Geometry II	4
MATH 2110	Calculus & Analytic Geometry III	4
CTD 1010	Computer Operating Systems Environment	3
	TOTAL	**60**

NOTE: The A.A. degree requires 6–8 hours of a foreign language. It is essential that students seeking this degree develop a plan of study with an advisor.

*PHED 1010 may substitute for the TBR Physical Education requirement.

General education course requirements are listed on page 145.

Medical Technology

University Parallel Studies
Associate of Science Degree (A.S.)

General Education Courses

Course No.	Course Title	Credit
SPCH 1010	Speech	3
ENGL 1010	English Composition I	3
ENGL 1020	English Composition II	3
Humanities Electives	ENGL 2020,2110, 2133, 2210, 2310, 2320 or PHIL 1000, 1030, 1111	6
ENGL 2010	Introduction to Literature I: Fiction	3
HIST 2010	The American People to Mid-19th Century	3
HIST 2020	The American People since Mid-19th Century	3
CHEM 1110	General Chemistry I	4
CHEM 1120	General Chemistry II	4
MATH 1710	College Algebra	3
PHED 1010*	Introduction to Health & Wellness	3
Social Science Elective	HIST 1110,1120, 2030 or SOCI 1111, 1112, 2112, 2113	3

Recommended Area of Emphasis Courses: Select at least 19 credit hours from the following list.

Note: It is essential that you see an advisor when making course selections. Some universities require specific courses for the program in which you may wish to enroll. Many universities require more than 60 credit hours for junior standing.

CIS 1010	Introduction to Electronic Data Processing	3
MATH 1720	Trigonometry	3
BIOL 1110	General Biology I	4
BIOL 1120	General Biology II	4
BIOL 2010	Anatomy and Physiology	4
PHYS 2010	Non-Calculus-Based Physics I	4
CHEM 2010	Organic Chemistry I	4
Select a minimum of 19 hours		
	TOTAL	**60**

*PHED 1010 may substitute for the TBR Physical Education requirement.

General education course requirements are listed on page 145.

Music

University Parallel Studies
Associate of Arts Degree (A.A.)
Associate of Science Degree (A.S.)

General Education Courses

Course No.	Course Title	Credit
SPCH 1010	Speech	3
ENGL 1010	English Composition I	3
ENGL 1020	English Composition II	3
MUS 1030	Music Appreciation	3
ENGL 2010	American Literature I	3
ENGL 2020	American Literature II	3
HIST 2010	The American People to Mid-19th Century	3
HIST 2020	The American People since Mid-19th Century	3
Science Electives	Biology I, II or Chemistry I, II or Physics I, II	8
MATH 1710	College Algebra	3
PHED 1010*	Introduction to Health & Wellness	3
Social Science Elective	SOCI 2112 Social Psychology or SOCI 2113 Marriage and Family	3
AIS 1180	Introduction to Microcomputing	4

Recommended Area of Emphasis Courses

MUS 1010	Materials of Music	3
MUS 1014	Class Voice I	1
MUS 1020	(Freshman) Music Theory I	3
MUS 1021	(Freshman) Music Theory II	3
MUS 1025	Aural Skills I	1
MUS 1026	Aural Skills II	1
MUS 2020	(Sophomore) Music Theory I	3
	TOTAL	**60**

NOTE: The A.A. degree requires 6–8 hours of a foreign language. It is essential that students seeking this degree develop a plan of study with an advisor.

*PHED 1010 may substitute for the TBR Physical Education requirement.

General education course requirements are listed on page 145.

Occupational Therapy

University Parallel Studies
Associate of Arts Degree (A.A.)
Associate of Science Degree (A.S.)

General Education Courses

Course No.	Course Title	Credit
SPCH 1010	Speech	3
ENGL 1010	English Composition I	3
ENGL 1020	English Composition II	3
Humanities Electives	(1 each from two disciplines) Art Appreciation Literature Music Appreciation Philosophy Theater	6
HIST 2010	The American People to Mid-19th Century	3
HIST 2020	The American People since Mid-19th Century	3
CHEM 1110	General Chemistry I	4
CHEM 1120	General Chemistry II	4
MATH 1710	College Algebra	3
PHED 1010*	Introduction to Health & Wellness	3
Social Science Elective		3
AIS 1180	Introduction to Microcomputing	4

Recommended Area of Emphasis Courses

PSYC 1111	Introduction to Psychology	3
BIOL 2010	Anatomy & Physiology I	4
BIOL 2020	Anatomy & Physiology II	4
PHYS 2010	Non-Calculus-Based Physics I	4
BIOL 1000	Medical Terminology	3
	TOTAL	**60**

NOTE: The A.A. degree requires 6–8 hours of a foreign language. It is essential that students seeking this degree develop a plan of study with an advisor.

*PHED 1010 may substitute for the TBR Physical Education requirement.

General education course requirements are listed on page 145.

Philosophy

University Parallel Studies
Associate of Arts Degree (A.A.)
Associate of Science Degree (A.S.)

General Education Courses

Course No.	Course Title	Credit
SPCH 1010	Speech	3
ENGL 1010	English Composition I	3
ENGL 1020	English Composition II	3
Humanities Electives	Art Appreciation Literature Music Appreciation Theatre	6
Literature Elective		3
HIST 2010	The American People to Mid-19th Century	3
HIST 2020	The American People since Mid-19th Century	3
Science Electives	Biology I, II or Chemistry I, II or Physics I, II	8
MATH 1710	College Algebra	3
Social Science Elective		3
PHED 1010*	Introduction to Health & Wellness	3
AIS 1180	Introduction to Microcomputing	4

Recommended Area of Emphasis Courses

PHIL 1030	Introduction to Philosophy	3
PHIL 1000	Critical Thinking	3
PHIL 1111	Ethics	3
PHIL 2300	Ethics in Medicine	3
PHIL 2021	Philosophy in Movies	3
	TOTAL	**60**

NOTE: The A.A. degree requires 6–8 hours of a foreign language. It is essential that students seeking this degree develop a plan of study with an advisor.

*PHED 1010 may substitute for the TBR Physical Education requirement.

General education course requirements are listed on page 145.

Physical Education

University Parallel Studies
Associate of Arts Degree (A.A.)
Associate of Science Degree (A.S.)

General Education Courses

Course No.	Course Title	Credit
SPCH 1010	Speech	3
ENGL 1010	English Composition I	3
ENGL 1020	English Composition II	3
Humanities Electives	Art Appreciation Literature Philosophy Music Appreciation Theater	6
Literature Elective		3
HIST 2010	The American People to Mid-19th Century	3
HIST 2020	The American People since Mid-19th Century	3
BIOL 1010	Introduction to Biology I	4
BIOL 1020	Introduction to Biology II	4
MATH Elective (Including MATH 1510, 1610, 1720, and 1830)		3
PSYC 2111	Human Growth and Development	3
AIS 1180	Introduction to Microcomputing	4
PHED 1010	Introduction to Health and Wellness	3

Recommended Area of Emphasis Courses

BIOL 1215	Principles of Nutrition	3
BIOL 1006	First Aid/CPR	3
PHED 2130	Introduction to Physical Education	3
PHED 2310	Community Health	3
	Physical Education Activity Electives (To be taken as three, one credit hour semester courses)	3
	TOTAL	**60**

NOTE: The A.A. degree requires 6–8 hours of a foreign language. It is essential that students seeking this degree develop a plan of study with an advisor.

General education course requirements are listed on page 145.

Physics

University Parallel Studies
Associate of Arts Degree (A.A.)
Associate of Science Degree (A.S.)

General Education Courses

Course No.	Course Title	Credit
SPCH 1010	Speech	3
ENGL 1010	English Composition I	3
ENGL 1020	English Composition II	3
Humanities Electives	Art Appreciation Music Appreciation Theatre Literature	6
Literature Electives		6
HIST 2010	The American People to Mid- 19th Century	3
HIST 2020	The American People since Mid 19th Century	3
CHEM 1110	General Chemistry I	4
CHEM 1120	General Chemistry II	4
MATH 1910	Calculus & Analytic Geometry I	4
MATH 1920	Calculus & Analytic Geometry II	4
Social Science Elective		3
PHED 1010*	Introduction to Health & Wellness	3

Recommended Area of Emphasis Courses

PHYS 2110	Calculus-based Physics I	4
PHYS 2120	Calculus-based Physics II	4
CTD 1010	Computer Operating Systems Environment	3
	TOTAL	**60**

NOTE: The A.A. degree requires 6–8 hours of a foreign language. It is essential that students seeking this degree develop a plan of study with an advisor.

*PHED 1010 may substitute for the TBR Physical Education requirement.

General education course requirements are listed on page 145.

Pre-Engineering

University Parallel Studies
Associate of Science Degree (A.S.)

General Education Courses

Course No.	Course Title	Credit
SPCH 1010	Speech	3
ENGL 1010	English Composition I	3
ENGL 1020	English Composition II	3
Humanities Electives	ENGL 2020, 2110, 2133, 2210, 2310, 2320 or PHIL 1000, 1030, 1111	6
ENGL 2010	Introduction to Literature I: Fiction	3
HIST 2010	The American People to Mid- 19th Century	3
HIST 2020	The American People since Mid 19th Century	3
CHEM 1110	General Chemistry I	4
CHEM 1120	General Chemistry II	4
MATH 1910	Calculus and Analytic Geometry I	4
MATH 1920	Calculus and Analytic Geometry II	4
MATH 2110	Calculus and Analytic Geometry III	4
PHYS 2110	Calculus-Based Physics I	4
PHYS 2120	Calculus-Based Physics II	4
PHED 1010*	Introduction to Health & Wellness	3
Social Science Elective	HIST 1110, 1120, 2030 or SOCI 1111, 1112, 2112, 2113	3

Recommended Area of Emphasis Courses: Select at least seven credit hours from the following list.

NOTE: It is essential that you see an advisor when making course selections. Some universities require specific courses for the program in which you may wish to enroll. Many universities require more than 60 credit hours for junior standing.

CIS 2215	BASIC Programming for Engineering Technology	3
	or	
CIS 2221	C++ Programming	4
ENGR 1000	Introduction to Engineering Technology	3
ENGR 1150	Engineering Graphics	2
ENGR 2100	Statics	3
ENGR 2200	Dynamics	3
CAD 1200	Computer Aided Drafting	3
MATH 2120	Differential Equations	4
	TOTAL	**60**

*PHED 1010 may substitute for the TBR Physical Education requirement.

General education course requirements are listed on page 145.

Pre-Law

University Parallel Studies
Associate of Science Degree (A.S.)

General Education Courses

Course No.	Course Title	Credit
SPCH 1010	Speech	3
ENGL 1010	English Composition I	3
ENGL 1020	English Composition II	3
Humanities Electives		6
Literature Elective		3
HIST 2010	The American People to Mid-19th Century	3
HIST 2020	The American People since Mid-19th Century	3
Science Electives		8
Mathematics Elective		3
Social Science Electives		6

Recommended Area of Emphasis Courses: 19 credit hours

BUS 1050	Legal Issues for the Web	3
BUS 2600	Business Law: Contracts	3
BUS 2610	Business Law: Property and Commercial Organizations	3
BUS 2310	Business Ethics	3
BUS 1113	Introduction to Business	3
BUS 2250	Human Resource Management	3
BUS 2400	Principles of Management	3
BNK 2110	Money and Banking	3
ACCT 1104	Principles of Accounting I	4
ACCT 1105	Principles of Accounting II	4
ECON 1111	Principles of Macroeconomics	3
ECON 1121	Principles of Microeconomics	3
Total		**60**

General education course requirements are listed on page 145.

Psychology

University Parallel Studies
Associate of Arts Degree (A.A.)
Associate of Science Degree (A.S.)

General Education Courses

Course No.	Course Title	Credit
SPCH 1010	Speech	3
ENGL 1010	English Composition I	3
ENGL 1020	English Composition II	3
Humanities Electives	(one each from two disciplines) Art Appreciation, Literature, Music Appreciation, Philosophy, Theater	6
ENGL 2010	American Literature I	3
HIST 2010	The American People to Mid-19th Century	3
HIST 2020	The American People since Mid-19th Century	3
Science Electives	Biology I, II or Physics I, II	8
Social Science Elective		3
MATH 1710	College Algebra	3
PHED 1010*	Introduction to Health & Wellness	3
AIS 1180	Introduction to Microcomputing	4

Recommended Area of Emphasis Courses

PSYC 1111	Introduction to Psychology	3
PSYC 1115	Psychology of Adjustment	3
PSYC 2111	Psychology Of Human Development	3
PSYC 2120	Child Development	3
PSYC 2113	Social Psychology	3
TOTAL		**60**

NOTE: The A.A. degree requires 6–8 hours of a foreign language. It is essential that students seeking this degree develop a plan of study with an advisor.

*PHED 1010 may substitute for the TBR Physical Education requirement.

General education course requirements are listed on page 145.

Secondary Education

University Parallel Studies
Associate of Arts Degree (A.A.)
Associate of Science Degree (A.S.)

General Education Courses

Course No.	Course Title	Credit
ENGL 1010	Composition I	3
ENGL 1020	Composition II	3
ENGL 2010	Introduction to Literature I: Fiction	3
ENGL 2020	Introduction to Literature II: Poetry and Drama	3
SPCH 1010	Speech	3
MATH 1710	College Algebra	3
Natural Sciences Electives		8
HIST 2010	The American People to Mid-19th Cent.	3
HIST 2020	The American People since Mid-19th Cent.	3
HIST 2030	Tennessee History	3
GEOG 1020	World Regional Geography II	3
ART 1030	Art Appreciation	3
MUS 1030	Music Appreciation	3
AIS 1180	Intro to Microcomputing	4

Recommended Area of Emphasis (Select 12 hours)

PSYC 1111	Intro to Psychology	3
PSYC 2111	Psychology of Human Growth and Development	3
PSYC 2120	Child Development	3
SOCI 1111	Intro to Sociology	3
PHIL 1000	Critical Thinking and Problem Solving	3
SOCI 1112	Social Problems	3
PHIL 1111	Intro to Ethics	3
Electives (contingent on university transfer requirements)		
TOTAL		**60**

NOTE: The A.A. degree requires 6–8 hours of a foreign language. It is essential that students seeking this degree develop a plan of study with an advisor.

*PHED 1010 may substitute for the TBR Physical Education requirement.

General education course requirements are listed on page 145.

Sociology

University Parallel Studies
Associate of Arts Degree (A.A.)
Associate of Science Degree (A.S.)

General Education Courses

Course No.	Course Title	Credit
SPCH 1010	Speech	3
ENGL 1010	English Composition I	3
ENGL 1020	English Composition II	3
Humanities Electives (One each from two disciplines)	Art Appreciation Literature Music Appreciation Philosophy Theater	6
Literature Electives		6
HIST 2010	American People to Mid-19th Century	3
HIST 2020	American People Since Mid-19th Century	3
Science Electives	Biology I, II or General Chemistry I, II or Physics I, II	8
Math Elective	College Algebra or Basic Calculus or Calculus & Analytical. Geometry	3
PHED 1010**	Introduction to Health and Wellness	3
Social Science Elective		3
AIS 1180	Introduction to Microcomputing	4

Recommended Area of Emphasis Courses

SOCI 1111	Introduction to Sociology	3
SOCI 1112	Social Problems	3
SOCI 2112	Marriage and Family	3
GEOG 1010 or		
GEOG 1020	Geography I, II	3
PSYC 1111	Introduction to Psychology	3
TOTAL		**60**

*For students pursing an A.A. degree, 6 – 8 hours of a modern foreign language must replace courses in the Area of Emphasis.

**PHED 1010 may substitute for the TBR Physical Education requirement.

General education course requirements are listed on page 145.

Spanish

University Parallel Studies
Associate of Arts Degree (A.A.)

General Education Courses

Course No.	Course Title	Credit
SPCH 1010	Speech	3
ENGL 1010	English Composition I	3
ENGL 1020	English Composition II	3
Humanities Electives	(one each from two disciplines) Art Appreciation Literature Music Appreciation Philosophy Theater	6
Literature Electives		6
HIST 2010	The American People to Mid-19th Century	3
HIST 2020	The American People since Mid-19th Century	3
Science Electives	Biology I, II or General Chemistry I, II or Physics I, II	8
MATH 1710	College Algebra	3
Social Science Electives	Health, Physical Development, and Recreation	6

Recommended Area of Emphasis Courses

SPAN 1010	Spanish I	3
SPAN 1020	Spanish II	3
SPAN 2010	Spanish III	3
SPAN 2020	Spanish IV	3
SPAN 2025	Conversational Spanish	2
	TOTAL	**60**

NOTE: Students completing this Area of Emphasis will receive the Associate of Arts Degree. It is essential that students seeking this degree develop a plan of study with an advisor.

*PHED 1010 may substitute for the TBR Physical Education requirement.

General education course requirements are listed on page 145.

Special Education

University Parallel Studies
Associate of Arts Degree (A.A.)
Associate of Science Degree (A.S.)

General Education Courses

Course No.	Course Title	Credit
SPCH 1010	Speech	3
ENGL 1010	English Composition I	3
ENGL 1020	English Composition II	3
Humanities Electives	(one each from two disciplines) Art Appreciation Literature Philosophy Theater	6
HIST 2010	The American People to Mid-19th Century	3
HIST 2020	The American People since Mid-19th Century	3
Science Electives	Biology I, II or Chemistry I, II or Physics I, II	8
Literature Electives		6
MATH 1710	College Algebra	3
Social Science Elective		3
PHED 1010*	Introduction to Health & Wellness	3
AIS 1180	Introduction to Microcomputing	4

Recommended Area of Emphasis Courses

MUS 1030	Music Appreciation	3
ECED 1010	Introduction to Early Childhood Education	3
PSYC 1111	Introduction to Psychology	3
PSYC 2111	Psychology of Human Development	3
	TOTAL	**60**

NOTE: The A.A. degree requires 6–8 hours of a foreign language. It is essential that students seeking this degree develop a plan of study with an advisor.

*PHED 1010 may substitute for the TBR Physical Education requirement.

General education course requirements are listed on page 145.

Speech and Communications

University Parallel Studies
Associate of Arts Degree (A.A.)
Associate of Science Degree (A.S.)

General Education Courses

Course No.	Course Title	Credit
SPCH 1010	Speech	3
ENGL 1010	English Composition I	3
ENGL 1020	English Composition II	3
Humanities Elective	Philosophy	3
Literature Electives		6
HIST 2010	The American People to Mid-19th Century	3
HIST 2020	The American People since Mid-19th Century	3
Science Electives	Biology I, II or General Chemistry I, II or Physics I, II	8
Math Elective		3
PHED 1010*	Introduction to Health & Wellness	3
Social Science Elective		3
AIS 1180	Introduction to Microcomputing	4

Recommended Area of Emphasis Courses

SPCH 2111	Interpersonal Communication	3
SPCH 2215	Voice and Diction	3
SPCH 1112	Fundamentals of Speech Communication	3
THEA 1030	Introduction to Theatre	3
ART 1030	Art Appreciation	3
	or	
MUS 1030	Music Appreciation	3
	TOTAL	**60**

NOTE: The A.A. degree requires 6–8 hours of a foreign language. It is essential that students seeking this degree develop a plan of study with an advisor.

*PHED 1010 may substitute for the TBR Physical Education requirement.

General education course requirements are listed on page 145.

Nashville State

Online

Degree Programs

Mitesh, *Computer Technology*

Q: What is the most important thing you have learned so far here at Nashville State?
A: As a student, I enjoy Nashville State Community College. I have been at this college for two-and-a-half years, but I feel like I learn something every single day from my professors. It makes me feel closer every day to reaching my goals.

Q: What one piece of advice would you give an incoming Nashville State student?
A: Nashville State is *the* place to help you to reach your goals.

Q: What student tasks do you find are the most difficult to execute? What helps you overcome the difficulty?
A: Learning English I find the most difficult to execute, but the hard work of my professors helps me overcome the difficulty.

Q: What student services have helped you succeed in your course of studies?
A: My professors and my fellow students help me succeed in my studies.

Q: Would you rather be rich or famous?
A: I would rather be famous, because famous people never die. People always find famous people strong in books.

NST Online

NST Online offers a variety of programs and credit courses online. While maintaining the quality of our on-campus offerings, online courses allow students convenience from an online admissions process to career counseling, and flexibility as they pursue their academic goals. Nashville State also offers its online students the support services they need to be successful.

Contact David Gerth at david.gerth@nscc.edu or 615-353-3423 or visit *www.nst-online.com*. Listed below are the programs offered online at Nashville State:

Arts and Sciences Academic Certificate
This certificate provides students with a formal credential that recognizes completion of a core of general education courses. Students should refer to page 131 of this catalog for specific information. Contact Pam Munz at pam.munz@nscc.edu or 615-353-3347.

Entrepreneurship
This Web-based certificate is designed to offer students the opportunity to focus on various entrepreneurial aspects of business. Instructions in the areas of planning, managing, marketing, accounting, and supervising are emphasized. The certificate provides students with a basis to enter the small business environment. For more information, contact Karen Stevenson or karen.stevenson@nscc.edu at 615-353-3430.

Technical Communications Technical Certificate
This 30-hour program provides intensive instruction in the skills needed to be a technical writer. This program also articulates with Roane State Community College for the A.A.S. degree and with the UT system for a Bachelor's degree. Students should refer to page 141 of this catalog for specific information. Contact Jeanne Altstatt at jeanne.altstatt@nscc.edu or 615-353-3344.

Web Page Authoring Certificate
This 30-hour program provides students with the skills necessary to design, build, and test Web pages and links, to maintain Websites, and to develop concepts for Web design and organization. This program also articulates with Pellissippi Technical Community College for the A.A.S. degree and with the UT system for a Bachelor's degree. Students should refer to page 142 of this catalog for specific information. Contact David Weilmuenster at david.weilmuenster@nscc.edu or 615-353-3415.

Business Management—A.A.S. Degree (Small Business Administration concentration)
This degree offers the same courses as the on-campus program. Students should refer to page 83 in this catalog. Contact the Business Technology Department for more information.

Regents Online Degree Program

Tennessee Board of Regents' (TBR) colleges, universities, and technology centers have joined to offer the Regents Online Degree Program (RODP). All the institutions are fully accredited. All 13 TBR two-year colleges deliver and award Associate's degrees, while all six TBR universities deliver and award Bachelor's degrees. Courses completed in the Regents Online Degree Programs are entirely online and transferable among all the participating institutions. Students are able to choose the college or university (home school) for their admission, registration, and the award of their college degrees.

The Regents Online Degree Program brings college to you—at home, the library, the office, or on the road. Anytime of the day or night. No long waiting lines or hours away from your job or family. No commuting. Simply click into class and start learning. Select a few courses or pursue an Associate's or Bachelor's degree. It is up to you, and it is on your schedule.

If you decide to earn a degree, any Tennessee Board of Regent university or community college of your choice can grant it. Your degree is the same as one earned by any graduate of a Board of Regents school, and just as valuable in getting the career you want.

College comes to you with Tennessee's Regents Online Degree Program. So no matter what life throws your way, you can still invest in your future—and yourself.

Nashville State Community College awards three Regents Online Degrees:

Associate of Applied Science Degree in Professional Studies, with concentration in Information Technology. This degree prepares you for a career as a computer specialist and is transferable to a Bachelor's degree.

Associate of Arts Degree in General Studies (University Parallel). This degree prepares you for work in the arts and humanities and is transferable to a Bachelor's degree.

Associate of Science Degree in General Studies (University Parallel). This degree prepares you for work in business and sciences and is transferable to a Bachelor's degree.

Visit our Website for more information:
http://www.tn.regentsdegrees.org/campus/nscc

PROFESSIONAL STUDIES: INFORMATION TECHNOLOGY
Associate of Applied Science Degree (A.A.S.)

Required General Education Core (21 hours)			Hours
COL	101	Orientation to Online Learning	2
ENGL	1010	English Composition I	3
Humanities (Choose One)			
MUS	1030	Music Appreciation	3
ENGL	2110	Survey of American Literature I	3
SPAN	1010	Spanish I	3
ENGL	2410	Western World Literature I	3
Math (Choose One)			
MATH	1130	College Algebra	3
MATH	1530	Probability/Statistics	3
Science (Choose One)			
BIOL	1010	Biology I	4
BIOL	1020	Biology II (prerequisite Biology I)	4
MATH	1130	College Algebra	3
Social Sciences (Choose One)			
PSY	101	Introduction to Psychology	3
SOC	1010	Introduction to Sociology	3
ECON	2030	Survey of Economics	3
Oral Communication			
SP	110	Fundamentals of Public Speaking	3
Total hours in General Education core			**20–21**
Technical Concentration (27 Hours—All courses required)			
BIT	1050	Introduction to Microcomputers	3
CIS	1610	Programming in C++	3
CIS	113	Programming in Visual BASIC	3
CIS	186	Database Programming	3
CMT	1010	Networking & PC Communications	3
Communications			
CIS	263	Web Page Design & Development	3
INTC	1050	Computer Graphics	3
CST	209	Java Programming I	3
CST	203	Data Structures	3
Technical Electives (9 Hours—Choose 3)			
CST	218	Java Programming II	3
CIS	264	Web Page Applications	3
WEB	2811	Advanced Computer Graphics	3
ACC	1104	Principles of Accounting	3
MKT	2450	E-Commerce	3
General Electives (3 hours)			**3–4**
Total Hours for Associate of Applied Science degree			**60**

GENERAL STUDIES (University Parallel)
Associate of Arts (A.A.)

Required General Education Core (39 hours)			
COL	101	Orientation to Online Learning	2
Composition (Both required)			
ENGL	1010	English Composition I	3
ENGL	1020	English Composition II	3
History (Choose two Courses)			
HIST	2010	U.S. History I	3
HIST	2020	U.S. History II	3
Humanities (Choose 9 hours including 3 hours Literature)			
MUS	1030	Music Appreciation	3
ENGL	2110	American Literature I	3
ART	1030	Art Appreciation	3
ENGL	2410	Western World Literature I	3
PHIL	201	World Religions	3
Sciences (Choose two courses)			
CHEM	1010	Introduction to Chemistry I	4
CHEM	1020	Introduction to Chemistry II	4
BIOL	1010	Biology I	4
BIOL	1020	Biology II	4
MATH	1130	College Algebra	3
HMSE	1100	Concepts in Fitness & Wellness	2
BIT	1150	Introduction to Microcomputers	3
Total hours in General Eduction core			**39**
Language (6 hours)			
SPAN	1010	Spanish I	3
SPAN	1020	Spanish II	3
Oral Communication (3 hours)			
SP	110	Fundamentals of Public Speaking	3
Social Sciences (6 hours) Choose two courses			
PSY	101	General Psychology	3
SOC	1010	Introduction to Sociology	3
ECON	2030	Survey of Economics	3
Electives (6 hours)			
		Electives may be chosen from courses listed as freshman/sophomore courses	
Total hours for Associate of Arts degree			**60**

GENERAL STUDIES (University Parallel)
Associate of Science Degree (A.S.)

Required General Education Core (39 hours)			**Hours**
COL	101	Orientation to Online Learning	3
ENGL	1010	English Composition I	3
ENGL	1020	English Composition II	3
History (Choose two courses)			
HIST	2010	U.S. History I	3
HIST	2020	U.S. History II	3
Humanities (Choose 9 hours including 3 hours Literature)			
MUS	1030	Music Appreciation	3
ENGL	2110	American Literature I	3
ART	1030	Art Appreciation	3
ENGL	2410	Western World Literature I	3
Sciences (Choose two courses)			
BIOL	1010	Biology I	4
BIOL	1020	Biology II	4
Mathematics (Choose one)			
MATH	1130	College Algebra	3
HMSE	1100	Concepts in Fitness & Wellness	2
BIT	1050	Introduction to Microcomputers	3
Total hours in General Education core			**39**
Oral Communication (3 hours)			
SP	110	Fundamentals of Public Speaking	3
Social Sciences (6 hours Choose two courses)			
PSY	101	General Psychology	3
SOC	1010	Introduction to Sociology	3
ECON	2030	Survey of Economics	3
Electives (12 hours)			
Electives may be chosen from courses listed as freshman/sophomore courses			
Total Hours for Associate of Science			**60**

Nashville State ORIGINALS Student Stories

Warrick,
Computer Information Systems

Q: What is your inspiration?
A: Life itself is my inspiration.

Q: What is your career or life goal? How is NSCC helping you get there?
A: My career goal is to become a computer programmer. NSCC offers classes that other colleges do not.

Q: In what situations do you see your current student experience being most beneficial to you in the future?
A: When I encounter flowcharting problems at work, I have the information to solve them.

Q: How do you see your ideal work as more than a job?
A: It is doing something that I have always wanted to do, so I will be having fun—not just working.

Q: If you could sit down together for lunch with six people—dead or alive—who would they be?
A: George Washington Carver, Harriet Tubman, Winston Churchill, Albert Einstein, Martin Luther King, Jr., and Russell Simmons

Nashville State

Course Descriptions

All courses which are offered as part of a technical certificate, Associate's degree program, or general education core are listed and described briefly in this section of the catalog.

Each course is listed by its discipline prefix and course number. The courses are listed in alphabetical order by prefix. For example, the prefix for Computer Information Systems courses is CIS. All Computer Information Systems courses are listed, from the lowest number to the highest number, under CIS.

If you do not know the prefix of the program in which you are interested, look at the suggested schedule in the Academic Program description. The course prefix, number, and title of each course required in an academic program are shown. Honors courses are identified in individual course descriptions.

Courses identified with  are available by video check-out. Courses identified with  are Web-based.

The prefixes for courses in each area are:

ACCT Accounting

ACT Architectural Engineering Technology

AIS Accounting Information Systems

ALH Surgical Technology

AMT Automotive Service Technology

ARAB Arabic

ART Art

ASL Sign Language Interpreting

ASTR Astronomy

BIOL Biology

BNK Banking

BUS Business

CAD Computer-Aided Drafting

CHEM Chemistry

CIS Computer Information Systems

CIT Civil & Construction Engineering Technology

CMT Communications Technology

COM Visual Communications

CPT Computer Technology

CTD Computer Technology Department

CUL Culinary Arts

DSPE Developmental English

DSPM Developmental Mathematics

DSPR Developmental Reading

DSPS Learning Strategies

DSPW Developmental Writing

ECED Early Childhood Eduction

ECON Economics

EDUC Education

EET Electrical-Electronic Engineering Technology

EMC Industrial Electrical Maintenance

ENGL English

ENV Environmental Technology

FREN French

GEOL Geology

GERM German

GTP General Technology

HIST History

HON Honors

HORT Horticulture

ICP International Communications

MATH Mathematics

MFG Manufacturing

MKT Marketing

MST Music Technology

MUS Music

OAD Office Administration

OTT Occupational Therapy Assistant Technology

PHED Health, Physical Development, & Recreation

PHIL Philosophy (Ethics and Critical Thinking)

PHO Photography

PHYS Physics

POLI Political Science

PSCI Physical Sciences

PST Police Science Technology

PSYC Psychology

SOCI Sociology

SPAN Spanish

SPCH Speech and Communications

THEA Theater

Accounting

ACCT 1104 PRINCIPLES OF ACCOUNTING I
4 Credits **4 Class Hours**
A one-semester course designed to cover the basic principles of accounting theory and practice. Topics covered include accrual accounting, the accounting cycle, and preparation of financial statements or sole proprietorship for both service and merchandising business enterprises. Other topics include accounting for cash, receivables, inventories, and internal control.
Prerequisite: DSPM 0850

ACCT 1105 PRINCIPLES OF ACCOUNTING II
4 Credits **4 Class Hours**
A continuation of ACCT 1104 with emphasis on plant assets, payroll, corporate and partnership entity accounting, long-term investments and liabilities, statement of cash flows, and financial statement analysis.
Prerequisite: ACCT 1104 with a grade of "C" or higher

ACCT 1200 PAYROLL ACCOUNTING
4 Credits **4 Class Hours**
This course is designed to cover the payroll procedures and laws that affect payroll operations and employment practices. Students are required to complete all payroll operations for a business including payroll tax returns. Students will also complete a payroll project using payroll software.
Prerequisites: ACCT 1104 and AIS 1181

ACCT 2154 INTERMEDIATE ACCOUNTING I
4 Credits **4 Class Hours**
The course presents an in-depth study of the conceptual framework of accounting theory and the preparation of financial statements. The revenue/receivable/cash cycle is covered. The identification, valuation, and estimation of inventory, and cost of goods sold are also covered.
Prerequisites: ACCT 1105 with a grade of "C" or better and AIS 1181

ACCT 2164 INTERMEDIATE ACCOUNTING II
4 Credits **4 Class Hours**
A continuation of ACCT 2154, topics include accounting for debt financing, equity financing, and investing in debt and equity securities. The acquisition, utilization, and retirement of noncurrent operating assets, lease accounting, earnings per share, analysis of financial statements, accounting changes, and error corrections are also covered.
Prerequisite: ACCT 2154

ACCT 2340 COST & MANAGERIAL ACCOUNTING
4 Credits **4 Class Hours**
A course designed to introduce students to management accounting and how it is used in the decision making process for an organization. Topics covered include job order and process cost accounting, variable and absorption costing, contribution margin approach, cost volume-profit analysis, master budget, flexible budgets, standard costing and variances, evaluation of cost centers, and short-term and long-term decision making.
Prerequisites: ACCT 1105 and AIS 2600

ACCT 2350 TAXATION
3 Credits **3 Class Hours**
An introductory course to acquaint the student with taxation and the statutory concept of income. The three primary tax returns-—individual, partnership, and corporate—with emphasis on individual returns.
Prerequisite: ACCT 1105

ACCT 2380 MICROCOMPUTER ACCOUNTING APPLICATIONS
3 Credits **2 Class Hours, 2 Laboratory Hours**
This course is designed to set up an accounting system on the microcomputer using popular commercial accounting software. Students are expected to set up a computerized system, perform all accounting transactions related to the accounting cycle, and produce financial statements and all supporting schedules.
Prerequisite: ACCT 1105

ACCT 2740 AUDITING
4 Credits **4 Class Hours**
This course emphasizes the traditional role of the attest function—rendering of an opinion on published financial statements. Topics covered include generally accepted auditing standards, the auditors report, professional ethics, and the legal liability of auditors. Also covered is audit evidence, planning the audit, internal control, and audit procedures by specific account.
Prerequisite: ACCT 1105

Architecture

ACT 1161 RESIDENTIAL DRAFTING AND CONSTRUCTION
4 Credits **2 Class Hours, 6 Laboratory Hours**
An introductory course in the basics of light construction systems. Lettering sizes, architectural symbols, and dimensioning systems are studied. The student will prepare construction drawings on AutoCAD and build a study model for a small residence.
Corequisites: ENGL 1010
Note: Students need to be familiar with basic drafting techniques and AutoCAD by mid-semester. Students lacking these skills must be enrolled in CAD 1200. High school reading and algebra skills are required. Students lacking these skills must be enrolled in DSPM 0800 and/or DSPR 0800.

ACT 1341 COMMERCIAL DRAFTING AND CODES
3 Credits **1 Class Hour, 6 Laboratory Hours**
A study of the application of building codes to the construction process through drawings of code-conforming construction plans and details. Construction contracts, building permits, and the zoning process are investigated. The student will construct a study model for a small commercial building.
Prerequisite: ACT 1161
Corequisite: CAD 1200

ACT 1391 HISTORY OF ARCHITECTURE
3 Credits **3 Class Hours**
Traces the development of construction techniques through historical periods. Emphasis is placed on identification features and the characteristics of construction during these periods. The course covers ancient architecture and the development of western architecture through the Renaissance and Baroque periods. The course concludes with the Modern and Post-Modern developments in contemporary architecture.
Corequisite: ENGL 1010

ACT 2122 ARCHITECTURAL PRESENTATIONS
3 Credits **6 Laboratory Hours**
Students will learn the principles and tools of architectural presentation graphics. The course will include the use of several software packages including AutoCAD, 3D Studio Viz, and Paint Shop Pro. Students will be required to generate and manipulate computer generated architectural images using the tools and techniques of presentation. Topics included in this class include Scene Creation, Object and Shape Creation, Materials and Textures, Animation, Rendering, Scanning Images, Web Graphics, and Link and Asset Managers. Students must have a working knowledge of AutoCAD 3D to accomplish the goals of this course.
Prerequisite: CAD 1300 or CAD 2113

ACT 2160 BUILDING UTILITIES
3 Credits **3 Class Hours**
Designed to familiarize the student with elements of the Standard Plumbing Code, Mechanical Codes, and National Electrical Code. Topics include plumbing, mechanical and electrical symbols approved for drawings, definitions, minimum facilities, abbreviations, standard locations and sizes, minimum and maximum requirements, selected proper installations, estimate of loads, and required services. The student solves practical problems in the layout and design of selected utilities for a single- or multi-family dwelling, a commercial location, and an industrial or a specialized location.
Prerequisite: MATH 1085

ACT 2241 ADVANCED ARCHITECTURAL DRAFTING
3 Credits **1 Class Hour, 5 Laboratory Hours**
Designed to enable the student to produce a complete set of construction drawings for a steel framed building. Sections of the building code applying to steel construction are studied. The student constructs a study model.
Prerequisites: ACT 1341, CAD 1200, and MATH 1085

ACT 2440 SPECIFICATIONS AND ESTIMATING
3 Credits **2 Class Hours, 2 Laboratory Hours**
Provides instruction in contracts and the use and importance of specifications for communication of construction requirements, with emphasis on the ability to prepare and to interpret selected sections of the specifications. The course also provides instruction in the development of procedures for preparing quality surveys. The topics include correlation of plans and specifications, CSI format, specification writing and conditions, specification interpretation, calculation of quantities of selected materials, labor considerations, pricing, take-off procedures, and development of quantity survey sheets.
Prerequisite: CIT 1220

ACT 2460 ADVANCED ARCHITECTURAL CAD
3 Credits **9 Laboratory Hours**
Designed to produce a complete set of construction drawings for a concrete framed building through team participation. Sections of the building code applying to concrete construction are studied. The student, with approval of the instructor, constructs one of the following: a study model, a perspective, an isometric, or a 3-D drawing of the project.
Prerequisite: ACT 2241

Accounting Information Systems

AIS 1010 COMPUTER CONCEPTS & APPLICATIONS
3 Credits **3 Class Hours**
Introduces the student to the components in a computer system, categories of computers and software, and the relationship of various programs and software to the Web. This course also covers input, output, storage, the Internet, and Macintosh and PC operating systems. Students are also introduced to computer application programs such as Microsoft Word®, Excel®, and PowerPoint®.
Prerequisite: Basic keyboarding skills.
Note: This course does not substitute for AIS 1180 or AIS 1181.

AIS 1180 INTRODUCTION TO MICROCOMPUTING
4 Credits **4 Class Hours**
A first course in microcomputing providing an overview of the microcomputing environment including hardware, operating environments, and the use of the Internet, including the World Wide Web.

AIS 1181 MICROCOMPUTER SOFTWARE FOR BUSINESS
4 Credits **4 Class Hours**
A one-semester course intended to introduce participants to the use of microcomputer software in the business environment. Applications included are word processing, spreadsheet, data base, and presentation software. The actual software used will be determined by what the local market is using.
Prerequisite: AIS 1180

AIS 2600 SPREADSHEET PROBLEMS
3 Credits **2 Class Hours, 2 Laboratory Hours**
An upper division course designed to teach students to solve a wide range of accounting and business decision-making problems using a popular spreadsheet package. Topics covered include creating and developing professional looking worksheets, creating charts, working with lists, integrating with other programs and the World Wide Web, using financial functions, creating data tables, using built-in analysis and decision-making tools, and enhancing the worksheet for ease of use.
Prerequisites: ACCT 1105 and AIS 1181

AIS 2840 ACCOUNTING INFORMATION SYSTEMS
4 Credits **4 Class Hours**
An overview of technology and methods used in the accumulation, reporting, and analysis of accounting data. Students are given hands-on experience using a database management system.
Prerequisites: AIS 1180, AIS 1181 and ACCT 1105

Surgical Technology

ALH 1001 INTRODUCTION TO SURGICAL TECHNOLOGY
3 Credits **3 Class Hours, 3 Laboratory Hours**
Introduces the student to the basic concepts and skills required in surgical technology. Topics include historic, legal, and ethical aspects of surgery; coping with death, dying, and transplant technology; and the role of the surgical technologist in the health care team and in dealing with the patient. Major emphasis is placed on the identification and handling of surgical instruments and equipment. The surgical hand scrub, gowning and gloving, and safety procedures are also included.
Prerequisites: DSPR 0800 or equivalent skills, DSPW 0800, and DSPM 0700 or equivalent skills
Corequisites: ALH 1022 and ALH 1003

ALH 1002 BASIC SKILLS LABORATORY
1 Credit **3 Laboratory Hours**
Designed to complement ALH 1001, Introduction to Surgical Technology. Students receive additional time to practice the skills and concepts introduced in ALH 1001. Open gloving, positioning, draping, prepping, measuring using the metric system, gowning and gloving the surgeon, preparing material for sterilization, and discovering sources of bacterial contamination will be covered. Students will receive some additional practice with handling instruments.
Prerequisites: DSPR 0800 or equivalent skills, DSPM 0700 or equivalent skills, and DSPW 0800
Corequisites: ALH 1001 and ALH 1003

ALH 1003 INTRODUCTION TO CLINICAL
2 Credits **1 Class Hour, 3 Laboratory Hours**
Introduces the student to the operating room environment. Direct observation of surgical cases and clinical rotation through specialty areas. This class is held at various hospitals. All malpractice, health, and insurance documentation must be completed prior to entering into clinical setting.
Prerequisites: DSPR 0800, DSPW 0800, and DSPM 0700
Corequisites: ALH 1001 and ALH 1002

ALH 1010 CLINICAL EXPERIENCE FOR SURGICAL TECHNOLOGISTS
15 Credits **5 Class Hours, 32 Laboratory Hours**
Provides practical experience in surgical technology duties. Students observe surgery and scrub under supervision on selected cases. The surgical specialty areas of gynecology, urology, cardiovascular, plastic, otolaryngology, ophthalmology, neurosurgery, and orthopedic services are also covered.
Prerequisites: All academic coursework and program director approval are required before taking ALH 1010.

Automotive Service Technology

AMT 1110 AUTOMOTIVE SERVICE
2 Credits **1 Class Hour, 3 Laboratory Hours**
Introduces shop operation, customer relations, flat rate manuals, safety, organizational design, pay structure, equipment, tools, and basic operational theories. Emphasis is placed on the proper use of hand tools, measuring instruments, and equipment. Also, included are service procedures for lubrication, batteries, the cooling system, wheels and tires, and new car pre-delivery service.
Prerequisite: DSPM 0850 or equivalent skills

AMT 1122 STANDARD TRANSMISSIONS/ DRIVE LINES/DIFFERENTIALS
3 Credits **2 Class Hours, 3 Laboratory Hours**
A study of automotive drive shafts, universal joints, axles, differentials, bearings and seals, and standard shift transmissions.
Prerequisite: AMT 1810 or EET 1190

AMT 1124 AUTOMOTIVE BRAKES
3 Credit **2 Class Hours, 2 Laboratory Hours**
A detailed study of types of braking systems and their service requirements. Machine turning of brake drums and rotors is included. Emphasis is on system operation, diagnosis, adjustment, testing, replacement, and repair procedures.
Prerequisite: AMT 1810 or EET 1190

AMT 1126 SUSPENSION AND STEERING
3 Credits **2 Class Hours, 2 Laboratory Hours**
Involves the study of suspension systems with emphasis on wheel alignment and suspension rebuilding.
Prerequisite: AMT 1810 or EET 1190

AMT 1310 AUTOMOTIVE ENGINES I
5 Credits **3 Class Hours, 4 Laboratory Hours**
Studies the operational theory of the internal combustion engine. Course introduces engine rebuilding, mechanical diagnosis, and failure analysis.
Prerequisite: AMT 1110

AMT 1320 GM AUTOMOTIVE ENGINES I
3 Credits **2 Class Hours, 3 Laboratory Hours**
Studies the operational theory of the internal combustion engines currently in use in General Motors vehicles. Course introduces engine rebuilding, mechanical diagnosis, and failure analysis.
Prerequisite: AMT 1110

AMT 2120 AUTOMATIC TRANSMISSIONS I
3 Credits **2 Class Hours, 3 Laboratory Hours**
Covers the theory, operation, and diagnosis of automatic transmissions. Course introduces rebuilding of automatic transmissions.
Prerequisite: AMT 1122

AMT 2210 AUTOMATIC TRANSMISSIONS II
3 Credits **2 Class Hours, 3 Laboratory Hours**
A continuation of Automatic Transmissions I. Transmission rebuilding is covered with emphasis on in-service automobile repair.
Prerequisite: AMT 2120

AMT 2212 AUTOMATIC TRANSMISSIONS
5 Credits **4 Class Hours, 2 Laboratory Hours**
Covers the theory, operation, diagnosis, and repair of front and rear wheel drive transmissions.
Prerequisite: AMT 1810 or AMT 1122

AMT 2225 AUTOMOTIVE ENGINES II
2 Credits **1 Class Hour, 2 Laboratory Hours**
A continuation of Engines I, AMT 1310. This course focuses on the techniques of engine rebuilding.
Prerequisite: AMT 1310

AMT 2250 DIESEL ENGINE OPERATIONS
2 Credits **1 Class Hour, 2 Laboratory Hours**
Designed to teach operational concepts, repair, and drivability problem solutions related to diesel engine operations.
Prerequisite: AMT 1310 or AMT 1320

AMT 2310 FUEL AND EMISSIONS
3 Credits **2 Class Hours, 3 Laboratory Hours**
Covers the principles and functions of the automotive fuel system including the carburetor, fuel pump, gas tank, and emission control systems. Course stresses diagnosis, repair, and adjustment of emission control systems, repair and adjustment of the carburetor, fuel injection, and their components.
Prerequisite: AMT 1320

AMT 2320 AUTOMOTIVE UPDATE
1 Credit **1 Class Hour**
The final segment of the automotive program is devoted to a discussion of the newest products and plans for these products.
Prerequisite: AMT 1310

AMT 2330 CLIMATE CONTROL
4 Credits **3 Class Hours, 2 Laboratory Hours**
Focuses on the principles of operation and service techniques applied to automobile heating and air conditioning systems. Topics include components, testing, diagnosing, charting, and repair practices.
Prerequisite: AMT 1810 or EET 1190 or EET 1192

AMT 2345 ENGINE PERFORMANCE & TESTING
1 Credit **2 Laboratory Hours**
Designed to teach the student concepts of engine driveability. Instructor will explain common faults found in working engines, along with appropriate repair and alignment procedures.
Prerequisite: EET 2192

AMT 2350 DEVELOPMENTAL PROJECT
2 Credits **2 Class Hours**
Illustrates automotive developmental concepts as they relate to future computer uses in automotive design.
Prerequisite: EET 2292

Arabic

ARAB 1010 ARABIC I
3 Credits **3 Class Hours**
Develops the student's ability to use Arabic. Students develop proficiency in hearing, speaking, reading, and writing elementary Arabic.
Prerequisite: DSPW 0800 and DSPR 0800 or equivalent skills

Art

ART 1030 ART APPRECIATION
3 Credits **3 Class Hours**
Introduces students to cultural movements and ideas, especially architecture, crafts, and the visual arts. Gives students a deeper appreciation of the visual arts.
Prerequisites: DSPW 0800 and DSPR 0800 or equivalent skills
Note: ART 1030 meets the requirement for a Humanities elective.

ART 1121 DRAWING I
3 Credits **3 Class Hours**
In this studio art course, students work with the basic principles and materials of drawing. Materials include pencil, charcoal, inks, and conte. Includes model drawings, landscape drawings, and experimental (abstract) drawings.

ART 1122 DRAWING II
3 Credits **3 Class Hours**
In this studio art class, students learn and apply the concepts of the drawing media that involve color: soft or oil pastel, colored inks, colored pencils, water color and/or tempura as a drawing media. Emphasis is placed on the concepts involved in experimental drawing.
Prerequisite: ART 1121

ART 1132 DESIGN
3 Credits **3 Class Hours**
Introduces students to a variety of art materials, to basic principles of design (movement, rhythm, and balance) and to the art elements and their uses in art (line, tone, color, space, and texture).
Corequisite: ART 1121

ART 2131 ART HISTORY SURVEY I
3 Credits **3 Class Hours**
Provides students with the opportunity to see how history and art are interwoven. Through visual resources (slides, films, and computer programs), discussion and lecture, students learn in depth about art and the history associated with it. Enables the student to acquire an advanced understanding of art from prehistoric times to the Middle Ages.
Prerequisites: DSPR 0800 and DSPW 0800 or equivalent skills
NOTE: ART 2131 meets the requirements for a Humanities elective.

ART 2132 ART HISTORY SURVEY II
3 Credits **3 Class Hours**
Provides students with the opportunity to see how history and art are interwoven. Through visual resources (slides, films, and computer programs) and discussion and lecture, students learn in depth about art and the history associated with it. ART 2132 enables the student to acquire an advanced understanding of art from the Middle Ages to Modern times.
Prerequisites: DSPR 0800 and DSPW 0800 or equivalent skills and ART 2131
NOTE: ART 2132 meets the requirements for a Humanities elective.

ART 2221 PAINTING I
3 Credits **3 Class Hours**
In Painting I, students are introduced to and practice the fundamentals in the art of painting. Topics include fundamentals of visual representation with design and the materials involved in the making of paintings.
Prerequisites: ART 1121 and ART 1132

Sign Language Interpreting

ASL 1002 FINGERSPELLING
2 Credits **2 Class Hours**
Focusing on manual dexterity, techniques in expressive lexical output, receptive continuity, the use of ASL number systems, foreign phrases, and topical terminology. This course will improve both receptive and expressive fingerspelling.

ASL 1003 INTRODUCTION TO INTERPRETING
3 Credits **3 Class Hours**
Introduces basic theories, principles and practices of interpreting, with emphasis on the role and responsibilities of the interpreter, environments in which interpreters will be involved, and assessments within the profession. Professionalism in interpreting is stressed, especially through the observance of ethical standards.

ASL 1010 FOUNDATIONS IN DEAFNESS
3 Credits **3 Class Hours**
Upon completion of this course, students are able to demonstrate an understanding of deafness, relevant definitions, etiology, history of deafness and deaf education, and the Deaf community/culture.

ASL 1110 AMERICAN SIGN LANGUAGE I
3 Credits **3 Class Hours**
Focuses on basic vocabulary and grammatical aspects of American Sign Language (ASL). Students are exposed to language development, current research, and resources pertaining to Deaf Culture. Student interaction with Deaf and Hard of Hearing individuals is encouraged.

ASL 1120 AMERICAN SIGN LANGUAGE II
3 Credits **3 Class Hours**
Continuation of ASL 1110 with further vocabulary development and understanding of ASL grammar.
Prerequisite: ASL 1110

ASL 1130 AMERICAN SIGN LANGUAGE III
3 Credits **3 Class Hours**
This course is founded on two principles: (1) increase students' vocabulary; and (2) increase ability to communicate conversationally. This course is comprised of exposure to over 650 additional ASL vocabulary words, formal ASL structure, and conversational interactions. Both expressive and receptive skills are enhanced.
Prerequisites: ASL 1110 and ASL 1120

ASL 2300 AMERICAN SIGN LANGUAGE IV
3 Credits **3 Class Hours**
Explores specific terminology used in various settings: educational, medical, legal, and performance. In preparation for interpreting and transliterating environments, students utilize advanced receptive and expressive skills.
Prerequisites: ASL 1110, ASL 1112, and ASL 1130

ASL 2110 INTERACTIVE INTERPRETING I
3 Credits **1 Class Hour, 2 Lab Hours**
Reinforces development of ASL interpreting. Includes vocabulary, text analysis, linguistic development, and study of the interpreting process.
Prerequisites: ASL 1003, ASL 1010, ASL 1110, ASL 1120, and ASL 1130

ASL 2120 INTERACTIVE INTERPRETING II
3 Credits **1 Class Hour, 2 Lab Hours**
A continuation of ASL 2110, this course provides advanced techniques and principles for specific interpreting environments, and provides an opportunity for students to increase their ASL expressive skills.
Prerequisite: ASL 2110

ASL 2210 CONTACT SIGNING I
3 Credits **3 Class Hours**
Using ASL as a foundation, this course introduces students to various transliterating systems: Pidgin Signed English (PSE), Signing Exact English (SEE), and other coding systems. Students gain the ability to discriminate between ASL interpretations and varying degrees of English transliterations. Students learn to distinguish the appropriate context for utilizing each signed system.
Prerequisites: ASL 1003, ASL 1010, ASL 1110, ASL 1120, and ASL 1130

ASL 2220 CONTACT SIGNING II
3 Credits **3 Class Hours**
A continuation of ASL 2210, this course furthers vocabulary and skill development in Contact Signing for various settings: educational, legal, medical, and performance. This course serves to advance transliterating skills in preparation for the Registry of Interpreters for the Deaf: Certificate of Transliteration exam.
Prerequisite: ASL 2210

ASL 2300 AMERICAN SIGN LANGUAGE IV
3 Credits **3 Class Hours**
Course explores specific terminology used in various settings: educational, medical, legal, and performance. In preparation for interpreting and transliterating environments, students utilize advanced receptive and expressive skills.
Prerequisites: ASL 1110, ASL 1120, and ASL 1130

ASL 2310 SIGN-TO-VOICE I
3 Credits **3 Class Hours**
Designed to provide students with basic skills in consecutive sign language interpreting (sign-to-voice, voice-to-sign). Primary emphasis includes a theoretical analysis of the interpreting process, reinforcement of prerequisite language, and development of the higher level of skills.
Prerequisites: ASL 1110 and ASL 1120

ASL 2320 SIGN-TO-VOICE II
3 Credits **3 Class Hours**
Provides advanced skill development and knowledge in the area of simultaneous interpreting and transliteration skills.
Prerequisite: ASL 1003, ASL 1010, ASL 1110, ASL 1120, and ASL 1130

ASL 2500 INTERPRETING PRACTICUM
4 Credits **4 Class Hours**
Provides students an opportunity to observe the interpreting process in various professional work situations in order to gain awareness of community agencies and resources. Students will schedule regular observation hours; practicum experiences are to take place during school/work hours and require a minimum of four hours per week.
Prerequisites: ASL 1002, ASL 1003, ASL 1010, ASL 1110, ASL 1120, and ASL 1130

ASL 2600 INTERPRETING INTERNSHIP
4 Credits **4 Class Hours**
Provides an opportunity for advanced level interpreting students to gain work experience, practical application of the role of professional service providers, and an introduction to the duties and responsibilities of interpreters in the community. The internship will be under the observation and supervision of experienced professional interpreters. This course will address specific vocabulary and ethical factors in a variety of interpreting settings.
Prerequisite: ASL 2500

Astronomy

ASTR 1010 ASTRONOMY I (SOLAR SYSTEM)
4 Credits **3 Class Hours, 3 Laboratory Hours**
An introductory course in the astronomy of our Solar System. Topics include the history of astronomy, astronomical coordinates, Newton's Laws, gravitation, properties of light, kinds of telescopes and their uses, the Moon, eclipses, the Sun and its planets, asteroids, comets, and other interplanetary objects.
Prerequisites: DSPR 0800 and DSPM 0800

ASTR 1020 ASTRONOMY II (STELLAR AND GALACTIC)
4 Credits **3 Class Hours, 3 Laboratory Hours**
An introductory course in the astronomy of stars and galaxies. Topics include the history of astronomy, astronomical coordinates, Newton's Laws, gravitation, properties of light, kinds of telescopes and their uses, the Sun, stars, and stellar properties, nebulae, star clusters, galaxies and galactic distributions, pulsars, quasars, neutron stars, black holes, and cosmology.
Prerequisites: DSPR 0800 and DSPM 0800

Biology

BIOL 1000 MEDICAL TERMINOLOGY
3 Credits **3 Class Hours**
Includes a study of roots, prefixes, and suffixes commonly used in the medical field and terminology related to body systems and disorders.

BIOL 1002 MICROBIOLOGY FOR SURGICAL TECHNOLOGY
2 Credits **2 Class Hours**
Introduces microbial techniques and concepts. Course emphasizes application of these concepts to the operating room environment and personnel. Topics include an overview of microorganisms and their implication in disease, use and monitoring of the autoclave, and the control of microorganisms in the hospital environment. Course is for certificate programs.
Prerequisite: DSPR 0800 or equivalent skills

BIOL 1004 BASIC ANATOMY AND PHYSIOLOGY
3 Credits **3 Class Hours**
Introduces the structure and function of the human body. Covers skeletal, muscular, nervous, endocrine, immune, cardiovascular, respiratory, excretory, and reproductive systems. Emphasizes interrelationships, malfunctions and diseases of cells, tissues, organs, and organ systems. Course is for certificate programs.
Prerequisite: DSPR 0800 or equivalent skills

BIOL 1006 CPR/FIRST AID
3 Credits **3 Class Hours**
Designed to cover a two-person CPR, one-person CPR, and child and infant CPR. Also, includes basic first aid techniques including bandaging, fracture management, and controlling bleeding.

BIOL 1010 INTRODUCTION TO BIOLOGY I (NON-SCIENCE MAJORS ONLY)
4 credits **3 class hours, 3 lab hours**
Covers cell structure and function, organic molecules and energy pathways, genetics, evolution, and the principles of ecology. This course counts as a natural science elective, but does not fulfill the science requirement for biology majors.
Prerequisite: DSPR 0800

BIOL 1020 INTRODUCTION TO BIOLOGY II (NON-SCIENCE MAJORS ONLY)
4 credits **3 class hours, 3 lab hours**
A continuation of Introduction to Biology I, this course surveys the Kingdoms of Life, with particular attention to the animal and plant kingdoms. In the animal kingdom, there is an emphasis on the human organism and its organ systems. In the plant kingdom there is an emphasis on structure, nutrition, and reproduction. It is strongly recommended that one successfully complete Introduction to Biology I (BIOL 1010) before taking this course. This course counts as a natural science elective, but does not fulfill the science requirement for biology majors.
Prerequisite: DSPR 0800

BIOL 1110 GENERAL BIOLOGY I (SCIENCE MAJORS ONLY)
4 credits **3 class hours, 3 lab hours**
A comprehensive course suitable for biology majors and minors. It also fulfills the science requirement for pre-medicine, pre-pharmacy, pre-medical technology, pre-veterinary medicine, and pre-dentistry programs. Counts as a natural science elective. Topics include the unifying principles found in all organisms, their molecular and cellular basis, the mechanisms of heredity, the interrelationships of organisms, and their evolution.
Prerequisite: DSPR 0800 and permission of instructor

BIOL 1120 GENERAL BIOLOGY II (SCIENCE MAJORS ONLY)
4 credits **3 class hours, 3 lab hours**
A continuation of General Biology I and is suitable for biology majors and minors. Fulfills the science requirement for pre-medicine, pre-pharmacy, pre-medical technology, pre-veterinary medicine, and pre-dentistry programs. Counts as a natural science elective. The Kingdoms of Life and representative organisms will be discussed, with particular attention to the Kingdoms Animalia and Plantae. Emphasis is placed on the tissues, organs, and physiology of representative members.
Prerequisite: BIOL 1110

BIOL 1215 PRINCIPLES OF NUTRITION
3 credits **3 class hours**
This is a general course in human nutrition with emphasis on scientific principles, metabolism, and requirements for nutrients. Topics of interest to those in health care and related professions are stressed.
Prerequisite: DSPR 0800 and DSPM 0800

BIOL 2010 ANATOMY AND PHYSIOLOGY I
4 credits **3 class hours, 3 lab hours**
This intensive course is designed primarily for students interested in entering health-related fields, but will count as a biology elective. Topics include: the skeletal, articular, muscular, nervous, and integumentary systems; cellular chemistry and structure; and histology.
Prerequisite: DSPR 0800

BIOL 2020 ANATOMY AND PHYSIOLOGY II
4 credits **3 class hours, 3 lab hours**
This intensive course is designed primarily for students interested in entering health-related fields, but will count as a biology elective. Topics include: the cardiac, vascular, hematologic, respiratory, immune, urinary, digestive, reproductive, and endocrine systems. This course is a continuation of BIOL 2010 (Anatomy and Physiology I), which it is best to complete before attempting this course.
Prerequisite: DSPR 0800

BIOL 2115 ENVIRONMENTAL SCIENCE
4 credits **3 class hours, 2 lab hours**
Topics include ecosystems, human populations, and the availability and conservation of abiotic, biological, and energy resources. The politics and economics of environmental problems and world resources are discussed.
Prerequisite: DSPR 0800

BIOL 2211 GENERAL BIOLOGY
4 Credits **4 Class Hours, 2 Lab Hours**
This course covers plant taxonomy, principles of plant growth and development, and anatomy of simple to flowering plants. This course counts as a natural science elective, but does not fulfill the science requirements for biology majors.

BIOL 2230 MICROBIOLOGY
4 credits **3 class hours, 3 lab hours**
Topics include the structure, growth, metabolism, genetics, and pathology of bacteria, viruses, fungi, protists, and some helminths. Stresses applied microbiology and the roles of microbes in health and disease.
Prerequisite: DSPR 0800

Banking

BNK 1110 PRINCIPLES OF BANKING
3 Credits **3 Class Hours**
An overview of banking services and functions, including loans, investments, and trust operations. Covers basic principles of banking transactions and item processing, focusing on deposit and payment functions of banking. The student deals directly with procedures and forms relative to opening accounts, cash and collection item processing, proof operations, paying and returning checks, and bookkeeping functions. Course also emphasizes internal controls and external regulations.
Prerequisite: DSPR 0800

BNK 1210 CONSUMER LENDING
3 Credits **3 Class Hours**
A study of the fundamental principles of extending consumer credit. The practical approach is taken by actually studying and practicing taking loan applications, verifying credit histories, evaluating credit reports, making credit decisions, processing and disbursing the loan, and recognizing the importance of collateral. Also included are exercises in computing interest charges and rebates, insurance of consumer credit, pricing of loans, collections, and consumer compliance.
Prerequisites: DSPR 0800 and DSPM 0700

BNK 1215 COMMERCIAL BANK MANAGEMENT
3 Credits **3 Class Hours**
The study and application of principles outlined provide students with a working knowledge of bank management. Course touches on objectives, planning, structure, control, and the interrelationship of various bank departments. Also included are trends that have emerged in philosophy and practice of bank management. Case studies stress current bank problems.
Prerequisite: DSPR 0800

BNK 2110 MONEY AND BANKING
3 Credits **3 Class Hours**
Presents basic economic principles most closely related to the subject of money and banking. Course stresses the practical application of the economics of money and banking in the individual bank and in the banking system. Some of the subjects covered include the structure of the commercial banking system; the nature and functions of money; banks and the money supply; the money market and the capital market; bank investments, loans, earnings, and capital; the Federal Reserve System, its policies and operation; Treasury Department operations; and the changing international monetary system.
Prerequisites: DSPR 0800 and DSPM 0700

BNK 2230 INVESTMENT BASICS
3 Credits **3 Class Hours**
Provides basic information on investments in securities, options, commodities, tax shelters, art, and more. Explores traditional and modern methods of analyzing investment opportunities for the beginning investor. Students will also trade in the securities market (using real prices and making their own decisions) by using a special microcomputer software package.
Prerequisites: DSPR 0800 and DSPM 0700 or equivalent skills

Business

BUS 1000 INTRODUCTION TO CUSTOMER SERVICE
3 Credits **3 Class Hours**
Covers the basic concepts of customer service, applying it to all areas of customer interaction. How to transmit a positive attitude, identify and provide for customer needs, measure your service, and cultivate repeat business will be taught.
Prerequisite: DSPR 0800

BUS 1050 LEGAL ISSUES FOR THE WEB
3 Credits **3 Class Hours**
Addresses Internet law and provides guidelines for putting existing material online, creating material specifically for the Internet, using material found on the Internet, e-commerce, and educational aspects of the Internet. Real-world examples are used to illustrate how the rules affect business.
Prerequisites: DSPR 0800, Developmental Reading and DSPW 0700, Basic Writing or equivalent skills

BUS 1113 INTRODUCTION TO BUSINESS
3 Credits **3 Class Hours**
Acquaints students with the private enterprise system. Topics covered include forms of business organizations, business finance, human resource management, production, marketing, business ethics, information management, and the changing business environment.
Prerequisites: DSPR 0800 and DSPW 0700 or equivalent skills

BUS 1500 ENTREPRENEURSHIP
3 Credits **3 Class Hours**
Explores the nature of small business. Entrepreneurial alternatives such as startup, buyout, and franchising are discussed. Preparing a business plan, choosing a form of ownership, small business marketing, and operations are stressed. Financial and administrative controls as well as the social and legal environment of business are introduced.
Prerequisites: DSPR 0800 and DSPW 0700 or equivalent skills

BUS 2111 ORGANIZATIONAL BEHAVIOR
3 Credits **3 Class Hours**
Studies the importance of understanding human relations in the workplace and explains how interpersonal relationships have evolved in this century from an emphasis on production to an emphasis on developing and utilizing the whole person. Through such topics as personality, communication, conflict, motivation, power, decision making, and self-esteem, the student is brought face-to-face with the reality of 21st century human relationships. In an atmosphere of confidence and expectation, the student and teacher address meeting the challenges of succeeding — not just surviving — in the workplace, and living a life in the process.
Prerequisites: DSPR 0800 and DSPW 0700

BUS 2240 PERSONAL MONEY MANAGEMENT
3 Credits **3 Class Hours**
Designed to aid the student in planning personal financial objectives. Topics covered include budgeting, consumer borrowing, renting and buying, insurance, taxation, investing, and planning for retirement.
Prerequisites: DSPR 0800 and DSPM 0700

BUS 2250 HUMAN RESOURCE MANAGEMENT
3 Credits **3 Class Hours**
Provides information about basic principles of managing human resources: laws that relate to all aspects of HR function, HR planning, job analysis, job specifications, employee selection, training and development, performance evaluations, salary determination, benefits, labor relations, and current techniques used to improve productivity and morale.
Prerequisites: DSPR 0800 and DSPW 0700 or equivalent skills

BUS 2310 BUSINESS ETHICS
3 Credits **3 Class Hours**
Introduces basic ethical theories and value systems and applies these perspectives to moral issues, problems, and situations which arise within the business environment. Course encompasses codes of ethics, conflict of interest, social responsibility, the work ethic, white collar crime, and fiduciary responsibilities.
Prerequisites: DSPR 0800 and DSPW 0700 or equivalent skills

BUS 2311 LEADERSHIP
3 Credits **3 Class Hours**
Explores the nature and attributes of leadership through case studies and biographies. Examines the difference between leadership ability and management skills. Attempts to identify traits and abilities which have distinguished effective leaders from ineffective ones.
Prerequisites: DSPR 0800 and DSPW 0700 or equivalent skills

BUS 2400 PRINCIPLES OF MANAGEMENT
3 Credits **3 Class Hours**
An overview of how a business organization works and the relationships of the people within the organization. Develops the topics of managerial functions, motivation of employees, the decision-making process, communication, authority, responsibility, and personnel management through class discussion and case studies.
Prerequisites: DSPR 0800 and DSPW 0700 or equivalent skills

BUS 2600 BUSINESS LAW: CONTRACTS
3 Credits **3 Class Hours**
Introduces the study of law in relation to the proper conduct of business, including the nature and source of law, courts and courtroom procedure, contracts, and sales.
Prerequisites: DSPR 0800 and DSPW 0700 or equivalent skills

BUS 2610 BUSINESS LAW: PROPERTY AND COMMERCIAL ORGANIZATIONS
3 Credits **3 Class Hours**
Introduces the study of law in relation to the proper conduct of business, including debtor-creditor relations, forms of business organization, franchising, securities regulation, property, wills and estates, trusts, international business, and intellectual property.
Prerequisites: DSPR 0800 and DSPW 0700 or equivalent skills

BUS 2900 BUSINESS MANAGEMENT APPLICATIONS
3 Credits **3 Class Hours**
A course which integrates the student's knowledge of the basic functional areas of business into a general strategic perspective for managing the entire organization. Case studies and secondary research sources will be utilized to analyze a broad range of business problems and managerial decision making.
Required: A student must be completing the last semester of studies at Nashville State to enroll in this course.

Computer-Aided Drafting

CAD 1100 TECHNICAL GRAPHICS
2 Credits **4 Laboratory Hours**
An introductory graphics course for all students who plan to take beginning level Computer-Aided-Drafting (CAD) classes. Student will learn geometric constructions, lettering, freehand sketching, the alphabet of lines, and the use of scales. The course will also include orthographic projections, section views, pictorial drawings, and dimensioning. Emphasis will be placed on correct construction techniques with simple instruments and correct terminology for CAD.
Corequisite: DSPM 0800 or equivalent skills

CAD 1200 COMPUTER-AIDED-DRAFTING I
3 Credits **1 Class Hour, 4 Laboratory Hours**
Designed to familiarize the student with computers and to teach the basic elements of computer-aided drafting, and to introduce the operation of a computer graphics system as it is used in professional practice. The student gains hands-on experience at the computer graphics station while working on two-dimensional drafting exercises and elementary site plans.

CAD 1300 COMPUTER-AIDED-DRAFTING II
3 Credits **6 Laboratory Hours**
An intermediate level CAD class designed to follow CAD 1200 with more in-depth coverage of advanced features, productivity enhancing techniques, and an introduction to three-dimensional drawing. Topics include prototype drawings, polylines and polyline editing, dimensioning and advanced dimensioning features, hatching and advanced hatching features, use of blocks and layers, display options (including zooming and viewports), plotting and plotting setup, elementary programming, and introductory 3-D.
Prerequisite: CAD 1200

CAD 2113 THREE-D AUTOCAD & MODELING
3 Credits **2 Class Hours, 2 Laboratory Hours**
The student will use the AutoCAD software to learn to create three-dimensional surface models and solid models. Topics include learning to think in three dimensions; 2-D drafting versus 3-D modeling techniques, LISP utilities solid entity creation and editing; and producing plots using paperspace.
Prerequisite: CAD 1200

Chemistry

CHEM 1000 BASIC CHEMISTRY AND PHARMACOLOGY
2 Credits` **2 Class Hours**
Familiarizes surgical technologists with the substances used to induce and maintain local and general anesthesia. Anesthetic shock and its treatment anticoagulants, antibiotics, and irrigation solutions will also be discussed. Additional topics include basic chemical concepts as they apply to these substances and the metric system. Course is for certificate programs.
Prerequisites: DSR 0853 or equivalent skills, RSM 0703 or equivalent skills

CHEM 1010 INTRODUCTION TO CHEMISTRY
3 credits **3 class hours**
This course serves as a review of, or as a first course in, chemistry for those needing more preparation for General Chemistry I. This course emphasizes basic chemical principles and their application to technical and environmental problems. Topics include: properties of matter, elements and compounds, atomic structure, periodic properties, chemical bonding and reactivity, energy relations, organic chemicals and polymers, toxic substances, and environmental chemistry.
Prerequisite: DSPM 0800

CHEM 1110 GENERAL CHEMISTRY I
4 credits **3 class hours, 3 lab hours**
This college-transfer-level course covers in-depth the fundamental concepts of chemistry. Topics include: atomic and molecular structure, nomenclature, formulas and equations, stoichiometry, states of matter, and chemical bonding.
Prerequisite: DSPM 0850 (MATH 1710 College Algebra highly recommended)

CHEM 1120 GENERAL CHEMISTRY II
4 credits **3 class hours, 3 lab hours**
This college-transfer-level course is a continuation of CHEM 1110. Topics include: gases, solutions, acids and bases, chemical equilibrium, thermodynamics, kinetics, electrochemistry, oxidation and reduction reactions, and an introduction to organic chemistry.
Prerequisite: CHEM 1110

CHEM 2010 ORGANIC CHEMISTRY I
4 Credits **3 Class Hours, 3 Laboratory Hours**
The study of carbon compounds, their preparations, structures, nomenclature, properties, and reactions. Topics include alkanes, alkenes, alkynes, cycloalkanes, alkyl halides, aromatics, and sterochemistry. The lab component stresses skills in synthesis, extraction, purification, separation, and characterization of organic compounds.
Prerequisite: CHEM 1110 and CHEM 1120

CHEM 2020 ORGANIC CHEMISTRY II
4 Credits **3 Class Hours, 3 Laboratory Hours**
A continuation of CHEM 2010. Topics include spectroscopy, alcohols, ethers, aldehydes, ketones, carboxylic acids, and amines. The lab component stresses skills in synthesis, extraction, purification, separation, and characterization of organic compounds.
Prerequisite: CHEM 2010

Computer Information Systems

CIS 1010 INTRODUCTION TO ELECTRONIC DATA PROCESSING
3 Credits **3 Class Hours**
This course provides an overview of electronic data processing. Major subjects include historical development, number systems, data representation, hardware, software, computer concepts, and types of programming languages. Emphasizes essential principles and functions rather than specific details of the machine. Includes hands-on activities on the microcomputer.
Prerequisite: DSPR 0700

CIS 1030 PROGRAM LOGIC AND DESIGN
4 Credits **4 Class Hours**
Designed to provide the basic logic necessary in business applications programming. In addition to logic, course covers correct techniques of structured design, flowcharting, and other methods of illustrating logic.
Prerequisite: DSPM 0700
Corequisite: CTD 1010

CIS 2000 OS/MVS AND ASSEMBLER LANGUAGE
4 Credits **4 Class Hours**
This course replaces CIS 1120 and CIS 2120 by combining the basic concepts of Assembler Language Programming with Operating System concepts, as they relate to the OS/MVS environment. Students will develop and write general programs for the purpose of understanding the commercial instruction set, machine language format of instruction, and memory dumps. Additionally, the course will focus on the OS/MVS operating environment, utilities, and control language.
Prerequisite: CIS 1030

CIS 2010 ANS COBOL PROGRAMMING
4 Credits **4 Class Hours**
Introduces various programming concepts, using structured program design and structured coding by means of a series of programs illustrating typical business applications. Topics include sequential disk processing, file maintenance, table processing, and the use of library facilities.
Prerequisite: CIS 1030

CIS 2030 AS/400 OPERATION AND CONTROL LANGUAGE
4 Credits **4 Class Hours**
Designed to teach students the basic operating environment of the IBM AS/400 midrange computer system and its control language. After completion of the course, students will be able to navigate through the menu structures to perform operating procedures and develop control language programs to perform routine processes.
Prerequisite: CIS 1030

CIS 2110 SYSTEMS DESIGN AND DEVELOPMENT
3 Credits **3 Class Hours**
Designed to present the tools, techniques, and concepts needed by analysts to develop information systems in the rapidly changing business environment. It includes systems development methodologies, data dictionaries and codes, user interface and terminal dialogue design, physical data flow diagrams, logical data flow diagrams, data modeling with entity relationships diagrams, and database design.
Prerequisites: Two programming languages

CIS 2130 RPG PROGRAMMING
3 Credits **3 Class Hours**
This course provides a comprehensive study of RPG II, RPG III, and RPG/400 concepts utilizing the IBM System AS400. Emphasis is placed upon the understanding and coding of specification forms and the concepts involved in writing programs in a structured format for typical business applications. Areas covered are fundamentals, control breaks, multiple record types, exception output, tables and arrays, matching records, sequential, indexed files, and interactive screen handling.
Prerequisite: CIS 2030

CIS 2140 ANS COBOL APPLICATIONS
4 Credits **4 Class Hours**
This course is a study of more comprehensive methods and problems using Common Business Oriented Language. Students learn advanced programming techniques using structured program design by using disk in sequential and index sequential. Several business problems will be presented and solved by the students using various file arrangements, sorts, and input/output devices.
Prerequisite: CIS 2010

CIS 2150 INTRODUCTION TO CICS PROGRAMMING
4 Credits **4 Class Hours**
Introduces the fundamentals of CICS/ESA systems and CICS/ESA command level programming in COBOL. Topics include the structure of a CICS/ESA system, the task flow in the CICS/ESA system, the main CICS/ESA control programs, the main CICS/ESA control tables, the command level commands used in program control, BMS mapping, file control, storage control, etc., and the coding techniques used in pseudo-conversational mode of processing. Video terminals are utilized as tools in understanding the design and programming of several data communication applications using CICS/ESA command level programming.
Prerequisite: CIS 2010

CIS 2160 DATA BASE PROGRAMMING
4 Credits **4 Class Hours**
Introduces the fundamentals of data base programming on mainframes. Acquaints students with the concepts, structure, and programming of a popular data base management system. Students write several programs, using COBOL, to access the data base system. Students are also exposed to an interactive query facility and the use of SQL for generating online reports and inquiries.
Prerequisite: CIS 2010

CIS 2170 WEB APPLICATION DEVELOPMENT I
4 Credits **4 Class Hours**
Introduces student to basic concepts of developing Web-based applications. Students will be taught concepts of creating Web pages, HTML, Web authoring tools, and JAVA scripting as they relate to developing interactive applications.
Prerequisite: CIS 2230

CIS 2180 WEB APPLICATION DEVELOPMENT II
4 Credits **4 Class Hours**
This course is a continuation of the study of advanced features of developing Web applications. Current topics such as ASP, CGI, and scripting languages (JAVA/VB) will be covered. Additionally, common concepts found in current development tools such as Flash, Cold Fusion, and FireWorks will also be covered in this class. Students will design and develop Web applications using variations of the above concepts and products.
Prerequisite: CIS 2170

CIS 2215 BASIC PROGRAMMING FOR ENGINEERING TECHNOLOGIES
3 Credits **2 Class Hours, 2 Laboratory Hours**
Presents the BASIC programming language and instruction in the development and execution of computer programs for the solution of technical problems on the microcomputer. Introduces flowcharting and pseudocode as a means of organizing the logical solutions to problems and documenting solutions. Presents output formatting and simple plotting techniques for students to practice.
Corequisite: MATH 1045

CIS 2216 C LANGUAGE FOR ENGINEERING TECHNOLOGIES
3 Credits **2 Class Hours, 2 Laboratory Hours**
Presented as an introduction to the C programming language. Technical programs are coded that exercise the various aspects of the language such as flow of control, input and output, arithmetic operations, and function definitions and calls. An introduction to program logic and design is presented using flowcharting and pseudocode to organize the program solution.
Corequisite: MATH 1045

CIS 2217 VISUAL BASIC
4 Credits **4 Class Hours**
Designed to prepare the student to create attractive and useful business applications for the Microsoft Windows Environment. Students learn to create user interfaces by selection and placement of objects on the user screen, to set priorities on those objects to refine their appearance and behavior, and to write code procedures to react to events that occur in the user interface. Typical business applications are assigned to allow students to develop skills in the use of ransom file processing, database access, Dynamic Data Exchange (DDE), and Object Linking and Embedding (OLE).
Prerequisite: CIS 2230

CIS 2218 ADVANCED TOPICS IN VISUAL BASIC
4 Credits **4 Class Hours**
This course is a continuation of the study of Visual Basic. Course topics cover Professional Edition of Visual Basic and focus on single-user applications. The course will cover current topics in the application of Visual Basic to the solution of contemporary computing and information systems problems.
Prerequisite: CIS 2217

CIS 2220 C LANGUAGE PROGRAMMING
4 Credits **4 Class Hours**
Introduces the student to the various concepts of the ANSI C language within the MS-DOS operating system environment. Practical business exercises, for coding by the students, are assigned to reinforce various aspects of the language. Topics targeted for emphasis include stream I/O, flow of control, function definition and use, and complex data types and pointers.
Prerequisite: CIS 1030

CIS 2221 C++ PROGRAMMING
4 Credits **4 Class Hours**
Designed to introduce the student to the new features and differences offered by the C++ language over the C language as well as object-oriented program design. Object-oriented programming properties such as encapsulation, inheritance, and polymorphism are explained and used. Students implement several programs that illustrate the above properties through the design, creation, and use of C++ objects. The student must have a prior knowledge of the C language.
Prerequisite: CIS 2220

CIS 2230 MICROCOMPUTER DATABASE PROGRAMMING
4 Credits **4 Class Hours**
Covers programming concepts and syntax of relational data base management systems for microcomputers. Acquaints students with the high-level programming capabilities and development tools of the DBMS. This course also covers SQL concepts and database design. Students code and test a database system on the microcomputer.
Prerequisite: CIS 1030

CIS 2240 MICRO SYSTEMS DESIGN PROJECT
3 Credits **3 Class Hours**
A senior project course in which students select and design a computerized business application for microcomputers. Course covers entire design, including systems study, software selection, and detailed systems specifications.
Prerequisites: Two microcomputer programming courses

CIS 2270 JAVA APPLICATION DEVELOPMENT
4 Credits **4 Class Hours**
Covers programming concepts and syntax of JAVA application development. Students will be introduced to JAVA compilers and interpreters, application development concepts, class methods, inheritance, objects, events, error handling, applets, servlets, database manipulation, and other concepts as they relate to developing JAVA applications.
Prerequisite: CIS 2220

CIS 2330 ORACLE DATABASE DESIGN AND DEVELOPMENT I
4 Credits **4 Class Hours**
This course offers students an extensive introduction to data server technology. The class covers the concepts of both relational and object relational databases and the powerful SQL programming language. Students are taught to create and maintain database objects and to store, retrieve, and manipulate data. Demonstrations and hands-on practice reinforce the fundamental concepts.
Prerequisite: CIS 2230

CIS 2340 ORACLE DATABASE DESIGN AND DEVELOPMENT II
4 Credits **4 Class Hours**
This course introduces students to PL/SQL and helps them understand the benefits of this powerful programming language. In the class, students learn to create PL/SQL blocks of application code that can be shared by multiple forms, reports, and data management applications. Students learn to create procedures, functions, packages, and database triggers. Students also learn to manage PL/SQL program units and database triggers, to manage dependencies, to manipulate large objects, and to use some of the Oracle-supplied packages.
Prerequisite: CIS 2330

Civil and Construction

CIT 1220 MATERIALS AND METHODS OF CONSTRUCTION
3 Credits **3 Class Hours**
Introduces construction procedures that cover responsibilities of the contract parties, the subsurface report, excavating, dewatering, earthworks, foundations, walls, and frames. Materials discussed include concrete, steel, masonry, timber, copper, aluminum, and glass.
Corequisite: ENGL 1010

CIT 1230 TESTING OF MATERIALS
2 Credits **1 Class Hour, 3 Laboratory Hours**
Covers methods of testing soils and concrete and evaluation of test results. Tests include mechanical analysis, moisture content, Atterberg Limits, hydrometer analysis, unconfined compression, compaction, field density, slump, and cylinder.
Corequisite: DSPM 0850 or equivalent skills

CIT 2110 STRUCTURAL MECHANICS
3 Credits **3 Class Hours**
A course on structural analysis to acquaint the student with the forces and loads acting on structures and how they are resisted by the structural system. Topics include components and resultants of forces; equilibrium equations; reactions for beams, frames, and trusses; centroids; moments of inertia; shear and moment diagrams; and analysis of trusses. Students analyze structures with both calculators and computers.
Prerequisite: MATH 1085

CIT 2114 CONSTRUCTION MANAGEMENT
3 Credits **3 Class Hours**
A comprehensive course designed to familiarize the students with all aspects of a light or heavy construction project. Topics include responsibility and authority, construction documents, contracts, construction law, safety, planning and scheduling, materials and workmanship, and change orders.
Prerequisite: CIT 1220

CIT 2130 SURVEYING I
3 Credits **2 Class Hours, 3 Laboratory Hours**
The first in a two-course sequence on surveying, with emphasis on the basics of field and office work. Lectures cover errors and accuracy, bearings, azimuths, traverses, level lines, topographic mapping, construction surveys, and horizontal circular curves. Laboratory exercises explore the use of the steel tape, transit, theodolite, level rod, and electronic distance measuring devices. Instructor introduces students to the use of the computer in surveying applications.
Prerequisite: MATH 1085

CIT 2300 SITE DESIGN WITH CAD
3 Credits **1 Class Hour, 6 Laboratory Hours**
Designed to use students' prior knowledge of drafting, surveying, and storm water runoff in the subdivision and development of property. Topics include subdivision regulations, street pattern variables and intersections, site planning, drainage, utilities, and earthwork calculations. Students draw on mylar and on computer-aided drafting equipment.
Prerequisites: CAD 1200, ENV 1150, and CIT 2130

CIT 2310 SURVEYING II
3 Credits **2 Class Hours, 3 Laboratory Hours**
The second in a two-course sequence on surveying, with emphasis on horizontal circular curves, spiral curves, vertical curves, radial surveys, boundary surveys, construction surveys, slope stakes, celestial observations, state plane coordinates, and earthwork quantities. Laboratory exercises are on the use of the steel tape, theodolite, level, level rod, and electronic distance measuring devices in applying the lecture material. The computer is used in many of the solutions.
Prerequisite: CIT 2130

CIT 2400 STRUCTURAL DESIGN
3 Credits **3 Class Hours**
Covers the design and detail of elements of structural steel buildings according to the AISC Code and reinforced concrete buildings according to the ACI Code. Topics include the design of slabs, beams, columns, walls, trusses, foundations, connections and splices, and the detailing of steel members and reinforcing bars. Introduces the use of the computer in structural design and detailing.
Prerequisite: CIT 2110

Computer Networking Technology

CMT 1010 SURVEY OF COMMUNICATIONS TECHNOLOGY
3 Credits **3 Class Hours**
This is a broad-based course that provides students with an overview of the entire field of communications technology, including voice and data communications, services, networks, and equipment.

CMT 1050 NETWARE ADMINISTRATION I
4 Credits **4 Class Hours**
This course is designed to provide students with the necessary knowledge and skills to perform competently in the role of network administrator or system manager for NetWare 6. Students completing this course will be able to accomplish fundamental network management tasks on a NetWare 6 network.
Restricted enrollment: Degree seeking students only
Prerequisites: CTD 1010 and CMT 1010

CMT 1060 CISCO ROUTERS I
4 Credits **4 Class Hours**
This course is the first of four semester courses designed to provide students with classroom and laboratory experience in current and emerging networking technology that will empower them to enter employment and/or further education and training in the computer networking field. A task analysis of current industry standards and occupational analysis was used to develop the content standards. Instruction includes, but is not limited to, safety, networking, network terminology and protocols, network standards, LANs, WANs, OSI models, cabling, cabling tools, routers, router programming, star topology, IP addressing, and network standards. Particular emphasis is given to the use of decision-making and problem-solving techniques in applying science, mathematics, communication, and social studies concepts to solve networking problems. In addition, instruction and training are provided in the proper care, maintenance, and use of networking software, tools, and equipment and all local, state, and federal safety, building, and environmental codes and regulations.

CMT 1160 CISCO ROUTERS II
4 Credits **4 Class Hours**
This course is the second of four semester courses designed to provide students with classroom and laboratory experience in current and emerging networking technology that will empower them to enter employment and/or further education and training in the computer networking field. A task analysis of current industry standards and occupational analysis was used to develop the content standards. Instruction includes, but is not limited to, safety, networking, network terminology and protocols, network standards, LANs, WANs, OSI models, Ethernet, Token Ring, Fiber Distributed Data Interface, TCP/IP Addressing Protocol, dynamic routing, routing, and the network administrator's role and function. Particular emphasis is given to the use of decision-making and problem-solving techniques in applying science, mathematics, communication, and social studies concepts to solve networking problems. In addition, instruction and training are provided in the proper care, maintenance, and use of networking software, tools, and equipment and all local, state and federal safety, building, and environmental codes and regulations.
Prerequisite: CMT 1060

CMT 1170 WINDOWS® ADMINISTRATION I
4 Credits **4 Class Hours**
This course provides students with the knowledge and skills necessary to perform administration tasks in a single-domain Microsoft Windows® 2000-based network. This course is suitable for people with no prior experience in system administration. It is also designed for the needs of those who are on the Microsoft Certified Systems Engineer Windows® 2000 Track.
Prerequisites: CTD 1010 and CMT 1010

CMT 2040 NOVELL NETWORKING TECHNOLOGIES
4 Credits **4 Class Hours**
This course provides students with an excellent foundation upon which to build their network training. It covers the basics of computer networking, including terms and concepts. Networking technology — how it works, and why it works — is made clear in this course, where concepts like contemporary network services, transmission media, and protocols are explained. Students learn how protocols are used in networking implementations from many vendors, especially those most common in today's LANs and WANs.
Restricted enrollment: Degree seeking students only
Prerequisites: CMT 1010 and CTD 1010

CMT 2050 NETWARE ADVANCED ADMINISTRATION
4 Credits **4 Class Hours**
This course provides students with the knowledge and skills they need to design, configure, and administer complex NetWare networks. Skills learned include upgrading from a NetWare 4 or 5 environment, executing Java-based utilities, network backup and configuring NetWare 6 for remote access.
Restricted enrollment: Degree seeking students only
Prerequisites: CMT 1050 and CMT 2040

CMT 2060 NOVELL DIRECTORY DESIGN AND IMPLEMENTATION
4 Credits **4 Class Hours**
This course teaches network administrators, network designers, and networking consultants the skills needed to create an NDS design and implementation strategy. Students will complete an NDS design strategy and implementation schedule using templates that they can re-use to create a design for their workplaces. Students will then use these strategies and schedules to complete a NetWare implementation in a hands-on environment. The processes taught in this course for creating a solid NetWare design have been proven in use with Novell Consulting Services.
Restricted enrollment: Degree-seeking students only
Prerequisite: CMT 2050

CMT 2130 APPLIED NETWORKING
4 Credits **4 Class Hours**
A hands-on capstone course in which students connect and test various networking configurations.
Corequisites: CMT 1060, CMT 2040, CMT 1160, and CMT 2350

CMT 2240 770 INTERNET SECURITY MGMT. W/BORDERMANAGER: ENTERPRISE ED. 3.5 V1.02
4 Credits **4 Class Hours**
During this course students learn to implement BorderManager as part of an intranet or Internet security solution. They install, configure, and administer the following components of BorderManager: packet filtering, network address translation (NAT), proxy caCHEM services, and Virtual Private Networks (VPN).
Restricted enrollment: Degree seeking students only
Prerequisite: CMT 2060

CMT 2260 ADVANCED NDS TOOLS & DIAGNOSTICS
4 Credits **4 Class Hours**
This course raises the level of NDS expertise among networking professionals so they can maintain and troubleshoot some of the most common NDS issues. Someone who takes this course should not need to call Novell technical support regarding an NDS issue except to report an NDS bug or to request help on issues requiring DSDUMP.
Restricted enrollment: Degree seeking students only
Prerequisite: CMT 2060

CMT 2270 THE NOVELL GUIDE TO NETWORK +
4 Credits **4 Class Hours**
This course will provide students with the concepts and skills needed to pass the Network+ certification exam produced by the Computing Technology Industry Association (Comp/TIA).
Restricted enrollment: Degree seeking students only
Prerequisite: CMT 1010

CMT 2280 DESIGNING A MICROSOFT WINDOWS® 2000 NETWORK INFRASTRUCTURE
4 Credits **4 Class Hours**
This course provides students with the information and skills needed to create a networking services infrastructure design that supports the required network applications. Each module provides a solution based on the needs of the organization. Some Microsoft Windows® 2000 network solutions require a single technology, such as DHCP, to provide Internet Protocol (IP) address configuration support. In other situations, several technology options exist, such as Open Shortest Path First (OSPF), Routing Information Protocol (RIP), and Internet Group Management Protocol (IGMP), to design an IP routing scheme.
Prerequisite: CMT 2350

CMT 2350 WINDOWS® ADMINISTRATION II
4 Credits **4 Class Hours**
This course is designed to provide support professionals with the knowledge and skills necessary to install and configure the Microsoft Windows® 2000 Server and Microsoft Windows® 2000 Professional operating systems.
Prerequisite: CMT 1170

CMT 2360 ADVANCED ADMINISTRATION FOR MICROSOFT WINDOWS® 2000
4 Credits **4 Class Hours**
This course provides students with the knowledge and skills necessary to perform advanced administration tasks in a Microsoft® Windows® 2000 network. The course focuses on the administrative tasks required to centrally manage large numbers of users and computers.
Prerequisite: CMT 2350

CMT 2410 CISCO ROUTERS III
4 Credits **4 Class Hours**
This course is the third course in four courses designed to introduce new content and extend previously learned networking skills, which will empower the student to enter the workforce and/or further their education and training in the computer networking field. A task analysis of current industry standards and occupational analysis was used in the development of content standards. Instruction introduces and extends the student's knowledge and practical experience with switches, Local Area Networks (LANs) and Virtual Local Area Networks (VLANs) design, configuration, and maintenance. Students develop practical experience in skills related to configuring LANs, WANs, Novell networks, Internetwork Packet Exchange (IPX) routing, Interior Gateway Routing Protocol (IGRP) protocols, and network troubleshooting.
Prerequisite: CMT 1160

CMT 2420 CISCO ROUTER IV
4 Credits **4 Class Hours**
This course is the fourth course in four courses designed to introduce new content and extend previously learned networking skills which will empower the student to enter the workforce and/or further their education and training in the computer networking field. A task analysis of current industry standards and occupational analysis was used in the development of content standards. Instruction introduces and extends the student's knowledge and practical experience with Wide Area Networks (WANs), Integrated Services Data Networks (ISDN), Point-to-Point Protocols (PPP), and Frame Relay design, configuration, and maintenance. Students develop practical experience in skills related to configuring WANs, ISDN, PPP, Frame Relay protocols, and network troubleshooting.
Prerequisite: CMT 2410

CMT 2430 CISCO ROUTER V
4 Credits **4 Class Hours**
This course is the fifth course in eight courses designed to introduce new content and extend previously learned networking skills, leading to the CCNP certification. Instruction advances and extends the student's knowledge and practical experience with Wide Area Networks (WANs), Integrated Services Data Networks (ISDN), Point-to-Point Protocols (PPP), and Frame Relay design, configuration and maintenance. Students develop practical experience in skills related to configuring WANs, ISDN, PPP, Frame Relay protocols, and network troubleshooting.
Prerequisite: CMT 2420

CMT 2440 CISCO ROUTER VI
4 Credits **4 Class Hours**
This course is the sixth course in eight courses designed to introduce new content and extend previously learned networking skills which will empower students to enter the WorkForce and/or further their education and training in the computer networking field. Instruction advances the study of Wide Area Networks (WANs), Integrated Services Data Networks (ISDN), Point-to-Point Protocols (PPP), and Frame Relay design, configuration and maintenance.
Prerequisite: CMT 2430

CMT 2450 NETWORK SECURITY
This course will provide the students with the knowledge needed to secure a single computer, peer to peer networks, and world wide client/server networks. Detailed information about products and concepts to implement the security will be the focus of the course.
Prerequisites: CMT 1050, CMT 2040, and CMT 2350

Visual Communications

COM 1110 INTRODUCTION TO VISUAL COMMUNICATIONS
3 Credits **3 Class Hours**
Orients students to the field of visual communications through a survey of the history, current trends and techniques, and societal impact of this growing field.
Prerequisites: DSPW 0700 and DSPR 0700

COM 1111 GRAPHIC PROCESSES AND TECHNIQUES
2 Credits **2 Class Hours, 2 Laboratory Hours**
An introductory course designed to acquaint the beginning student with graphic arts processes, techniques, and terminology. Topics in safety, graphic arts measuring systems, mathematics, careers, pre-press, press, and bindery systems are presented. Projects acquaint students with the use of design tools techniques.
Prerequisites: DSPM 0700 and DSPR 0700

COM 1130 GRAPHIC DESIGN I
3 Credits **3 Class Hours**
Introduces the principles of design and production of art for visual communications. Topics include the development of graphic design from thumbnail sketches, rough layouts, and comprehensive design presentations. Various media and techniques are introduced.
Prerequisites: COM 1111, COM 1150, and COM 1210

COM 1150 TYPE CONCEPTS
3 Credits **3 Class Hours**
Introduces typography and methods for the production of type for use in visual communication projects. Typestyles, specifications, measurement, and markup are emphasized. The use of type as a design element is stressed.

COM 1170 TECHNOLOGY FOR PRINT PRODUCTION
3 Credits **3 Class Hours**
A course which translates traditional mechanical art preparation skills to the current industry-standard of digital file preparation for reproduction. Topics include terminology, printing specifications, and printing and finishing processes.
Prerequisites: COM 1111 and COM 1210

COM 1210 INTRODUCTION TO ELECTRONIC MEDIA
3 Credits **3 Class Hours**
Acquaints the student with the technology of design and production of visual material using the computer and various software packages as a tool.

COM 1220 GRAPHIC DESIGN II
3 Credits **2 Class Hours, 2 Laboratory Hours**
Advanced instruction in the creative aspects of the design and production of art for visual communications. Students apply concepts from Graphic Design I to solve problems in design techniques and styles, types of advertising, creating the right impression, illustration and photography in design, designing with type, selecting paper stock, package design, working with color, and marker techniques.
Prerequisite: COM 1130

COM 1230 INTRODUCTION TO DIGITAL IMAGING
3 Credits **2 Class Hours, 2 Laboratory Hours**
Introduces the equipment, software, and procedures used in digital technology to capture, manipulate, and store photographic images.
Prerequisite: COM 1210

COM 2120 ELECTRONIC PUBLISHING I
3 Credits **3 Class Hours**
Teaches basic electronic publishing skills using the Macintosh computer utilizing industry standard software. Stresses use of text in publication design and typography. Students reproduce various projects, which include newsletters, brochures, business cards, etc.
Prerequisite: Basic computer and typing skills. NOTE: A computer skills self-test is available at the Learning Center to assess skills.

COM 2130 ELECTRONIC PUBLISHING II
3 Credits **3 Class Hours**
Continuation of COM 2120 adding the importation of various graphic elements to a variety of projects. Students will use advanced text and layout techniques.
Prerequisite: COM 2120

COM 2170 VISUAL COMMUNICATIONS PORTFOLIO
3 Credits **2 Class Hours, 2 Laboratory Hours**
Provides instruction in the development of a Visual Communications portfolio and resumé. Includes practice in job interview skills, speakers from the industry, portfolio reviews by industry professionals and tours of creative businesses.
Prerequisites: COM 1220, COM 1230, and COM 2210

COM 2210 ELECTRONIC DESIGN & ILLUSTRATION
3 Credits **3 Class Hours**
Develops greater expertise and more sophisticated skill in the use of page layout and illustration software on the Macintosh computer.
Prerequisite: COM 2110

COM 2220 ELECTRONIC PUBLISHING PRACTICUM
3 Credit **2 Class Hours, 2 Laboratory Hours**
An advanced class in which students design and execute a variety of electronic publishing projects appropriate for print production, utilizing graphic design, computer, and photographic techniques.
Prerequisites: COM 1230 and COM 2210

COM 2240 ADVANCED DIGITAL IMAGING FOR PHOTOGRAPHERS
3 Credits **3 Class Hours**
Designed specifically for photographers with computer skills and basic knowledge of Adobe Photoshop® software. This course concentrates on manipulation of photographic images in a digital format. Image editing, combining multiple images, color correction techniques, and special effects will be included.
Prerequisite: COM 1230 or departmental permission

COM 2250 ADVANCED DIGITAL IMAGING FOR DESIGNERS
3 Credits **3 Class Hours**
Designed for graphic designers or desktop publishers with computer skills and basic knowledge of Adobe PhotoShop® software. This course concentrates on the software as an illustration program in addition to manipulating digital images. Students will combine illustration and photographic images to produce a variety of design projects.
Prerequisite: COM 1230 or departmental permission

COM 2260 ADVANCED QUARKXPRESS PRODUCTION TECHNIQUES
3 Credits **3 Class Hours**
This course continues the exploration of QuarkXPress® software in the preparation of single and multiple page documents. Features of the software including trapping adjustments, customizing H&J settings, using the Frame Editor, and internal image manipulation will be covered. The class will concentrate on problem-solving techniques from the design and production aspect.
Prerequisite: COM 2110 or departmental permission

COM 2270 ADVANCED COMPUTER ILLUSTRATION TECHNIQUES
3 Credits **3 Class Hours**
A course that concentrates on advanced illustration techniques for students who have mastered basic skills in Adobe Illustrator®. Students will combine techniques and explore complex effects including perspective and dimensional aspects of their designs.
Prerequisite: COM 2210 or departmental permission

COM 2330 INTRODUCTION TO ELECTRONIC PRE-PRESS
3 Credits **3 Class Hours**
An overview course which discusses the impact of desktop publishing and digital imaging on the pre-press industry. The topics include image input and output; digital color and mechanicals; data storage, and different proofing methods. The course will acquaint students with the variety of jobs offered in this field from customer service representative to file evaluation, through digital stripping of color separated files.
Prerequisites: at least three Macintosh computer classes or equivalent experience

Computer Technology

CPT 1010 HELPDESK TECHNOLOGY I
3 Credits **3 Class Hours**
This broad-based course introduces students to the role of computer technology in support of business processes and procedures. Concepts explored include computer user support, customer service skills, troubleshooting skills, common support problems, help desk operation and management, common help desk tools and procedures, and basic hardware and software installation and maintenance.

CPT 1400 DIGITAL CIRCUITS
3 Credits **2 Class Hours, 2 Laboratory Hours**
Presents the concepts of Boolean Algebra and their applications to designing with and analyzing digital integrated circuits. Examines binary and other number base systems and codes. The 7400 series of ICs is used in the laboratory exercises to support classroom presentations of logic circuits. Presents A/D and D/A converters, counters, shift registers, adders, multiplexers, and encoders. Covers various memory devices and their operation.
Corequisites: EET 1110 or EET 1130, and MATH 1045

CPT 1500 MICROPROCESSOR SYSTEM PRINCIPLES
3 Credits **3 Class Hours**
Provides students with a basic introduction to microprocessor-based computer systems. In addition to developing technical skills in Information Technology, this course also focuses on developing skills in team building, written and oral communication, and critical thinking skills through problem-based methods.

CPT 2320 TELECOMMUNICATIONS
4 Credits **4 Class Hours**
Studies communications techniques and systems used for digital data transfer. Covers digital transmission and various modulation techniques. Examines error detection, data compression, encryption, protocols, ISDN, CCITT, and ISO standards. Presents telephone networks and characteristics, satellite communications, and fiber optics. Covers the RS-232 standard, UARTs, a PBX, and asynchronous and synchronous modems extensively in both lecture and laboratories.
Prerequisites: CPT 1010, CPT 1500, and CTD 1010

CPT 2410 COMPUTER PERIPHERALS
4 Credits **4 Class Hours**
Studies the architecture and functional operations of up-to-date computer peripherals. Covers RS-232, parallel, TTL, and GPIB interfaces. Includes peripheral devices, disk and tape drives, CD-ROM drives, printers, monitors, keyboards, flat-panel displays, plotters, mice and other position digitizers, optical readers, speech recognition/ synthesis units, and the MIDI musical interface. Laboratory sessions provide practice in following procedures according to technical manuals to install, operate, adjust, perform preventive maintenance on, and troubleshoot peripheral devices.
Prerequisites: CPT 1010, CPT 1500, & CTD 1010

CPT 2425 UNIX/LINUX
4 Credits **4 Class Hours**
Studies the Xenix/Unix Operating Systems. The characteristics of shared resources, multiuser systems, multi-tasking systems, security, and device drivers are examined. Hardware and software requirements of Unix/Xenix are examined. Installation, configuration, and performance tuning are emphasized.
Prerequisite: CTD 1010

CPT 2430 SYSTEM TROUBLESHOOTING
4 Credits **4 Class Hours**
A comprehensive study of microcomputer hardware and software and their interrelationships. Emphasizes the determination of software and/or hardware failures using equipment bugged with canned or actual failures. Also includes the use of diagnostic programs to identify and isolate a non-functioning device or sub-system, the proper techniques for performing a reliable repair, and the performance of preventive maintenance.
Corequisite: CPT 2410

CPT 2450 ADVANCED UNIX
3 Credits **3 Class Hours**
This course covers advanced UNIX concepts including shell scripting, terminal configuration, uucp, ftp, file sharing, kernel configuration, installation, monitoring system resources, and fsck.
Prerequisite: CPT 2425

CPT 2460 ADVANCED TOPICS IN COMPUTER TECHNOLOGY
4 Credits **4 Class Hours**
This course is designed to advance studying current computer technology concepts. Topics covered in the course will change to reflect emerging trends in computing technology. Currently, this course will focus on Computer Security methods and procedures for maintaining a secure computing environment.
Corequisite: CPT 2430

Computer Technology Department

CTD 1010 COMPUTER OPERATING SYSTEM ENVIRONMENT
3 Credits **3 Class Hours**
This course replaces CIS 1020 and CPT 2325. It introduces students to computer hardware, operating environments, and procedures for utilizing computer resources. The course includes components on DOS, several versions of Windows, and general network utilization concepts.

Culinary Arts

CUL 1010 HOSPITALITY I
3 Credits **3 Class Hours**
This course introduces the culinary student to the hospitality industry. Tracing its history and examining its breadth, students will be exposed to this wide and diverse industry. The organization and services provided by the lodging, food and beverage segments of the industry will be examined in depth. Career opportunities within the various industry segments are explored and industry guest speakers will address the class on areas specific to their industry.

CUL 1015 SANITATION AND SAFETY
2 Credits **2 Class Hours**
Sanitation and safety issues and practices involved in the food preparation process. Prevention of all types of food contamination and the Hazard Analysis Critical Control Point (HACCP) food safety system is emphasized. The course presents a manager's perspective of food safety, cleanliness standards, and work safety. Basic First Aid procedures are also presented. This course satisfies the American Culinary Federation (ACF) sanitation education requirement for certification.

CUL 1020 BAKING SKILLS
3 Credits **1 Class Hour, 4 Laboratory Hours**
An introductory course in the principles of baking designed to provide the culinary student a foundation in bakeshop skills. Areas include bakeshop ingredients, their function, measurement, and scaling. Laboratory hours will function as a bakeshop environment, and through practice the student will develop basic baking skills. Scratch baked items to include quick breads and muffins, yeast breads, cookies, Danish pastries, and assorted pies.
Corequisite: CUL 1015

CUL 1030 HOSPITALITY II: CULINARY SUPERVISION AND MANAGEMENT
3 Credits **3 Class Hours**
The chef as supervisor and manager is the focus of this course. Presented as a management course dedicated to the future chef in the position of supervisor, trainer, and manager operating within a

kitchen environment. Topics discussed will include communication and motivation, total quality, leadership, training, and team performance. This course satisfies the American Culinary Federation (ACF) supervisory management education requirement for certification.

CUL 1040 CULINARY I
3 Credits **2 Class Hours, 2 Laboratory Hours**
The introductory food production class for culinary students. Students are instructed in the basic theories and methods of cooking and learn the vocabulary of culinary science. Emphasis is placed on the development of sound, safe, and sanitary kitchen practice. Students are introduced to the kitchen production environment and will practice basic skills and receive instruction in the use of kitchen tools and equipment. Production items will include vegetable and starch preparation, stocks and soups, and egg cookery. Students enrolled in this course must enroll in CUL 1015, Sanitation and Safety concurrently.
Corequisite: CUL 1015

CUL 1045 CULINARY II
3 Credits **1 Class Hour, 4 Laboratory Hours**
This kitchen/lab based production course builds upon principles and skills presented in CUL 1040, Culinary I. The areas of food preparation include stocks, soups, sauces, beef, pork, and poultry items, as well as vegetables and starches. Students will be exposed to the methods and theories of cooking and gain practical experience through actual production of the mentioned items. In addition, students will prepare a number of buffets using recipes and techniques as practiced in class.
Prerequisite: CUL 1040

CUL 1050 NUTRITION AND MENU PLANNING
3 Credits **3 Class Hours**
This course is designed to familiarize culinary students with basic nutritional principles and guidelines. Nutrients, carbohydrates, lipids, proteins, minerals, and vitamins are discussed. Students learn to plan meals and menus based on the above principles using nutritional guidelines as the primary basis. This course satisfies the American Culinary Federation (ACF) nutrition education requirement for certification.

CUL 2010 PURCHASING AND COST CONTROL
3 Credits **3 Class Hours**
Students in this course are introduced to the following areas: the distribution system, the function of the purchasing agent, product selection, purchases, inventories, and storage of all products used within foodservice. Issues will include product pricing, food cost, sales, inventory levels, spoilage, and waste. Students will learn how to create and determine an accurate inventory.

CUL 2020 ADVANCED BAKING AND PASTRY
3 Credits **1 Class Hour, 4 Laboratory Hours**
This second-year course in baking will build upon baking skills developed in CUL 1020. Students will prepare a variety of pastries including tarts, cakes, and restaurant-style desserts. The use of sauces and plate presentations will be emphasized. Students will be required to create a dessert menu and demonstrate baking proficiency through production of selected menu items.
Prerequisite: CUL 1020

CUL 2030 GARDE MANGER AND CATERING
3 Credits **1 Class Hour, 4 Laboratory Hours**
This course focuses on cold food preparation and presentation in buffet and catering applications. Food items prepared will include hot and cold appetizers, canapés, patés, terrines, and salads. Buffet design, layout, and execution will be examined, and students will plan a buffet with menus. Issues involved in providing a food-catering event are covered including planning, preparation, customer proposals, customer service, and transportation. A term project will involve the planning and preparation of a catering event.
Prerequisite: CUL 2050

CUL 2035 TABLE SERVICE AND BEVERAGE MANAGEMENT
2 Credits **1 Class Hour, 2 Laboratory Hours**
This course examines the various styles of table service and service standards required of professional wait personnel. Guest relations, order taking, and organization of the dining room will be studied. Students will gain experience through practice within a simulated service environment. Beverage management issues include inventory and purchasing, proper use of glassware, and the pairing of wine with food.

CUL 2050 CULINARY III
3 Credits **1 Class Hour, 4 Laboratory Hours**
This second-year advanced food production class will focus on complete plate preparation and presentation of entrée, starch, and vegetable. Students will prepare a number of seafood entrées as well as poultry, beef, and vegetarian offerings. Proficiency will be demonstrated through hands-on production in the kitchen lab. A term project will include the creation of a menu and students will be required to prepare selected items from that menu. A comprehensive theory exam covering concepts from Culinary I – III will be given at the end of the course.
Prerequisite: CUL 1045

CUL 2055 INTERNATIONAL CUISINE
3 Credits **1 Class Hour, 4 Laboratory Hours**
Students will study and prepare items from various ethnic cuisines using cooking techniques developed in Culinary I – III. The types of international cuisines will include French, Italian, and Asian, as well as other ethnic and regional styles. Dishes that utilize the common ingredients, flavors, and techniques will be prepared in both a la carte and buffet preparation. For their term project, tstudents will select a cuisine, investigate its history, learn its style, and prepare a report and menu of that cuisine.
Prerequisite: CUL 2050

CUL 2210 INTERNSHIP I
1 Credit **300 Contact Hours**
A 300-hour paid work internship in a food production environment. Students will prepare a report detailing their experience. The student is required to have the internship approved by the program coordinator.
Prerequisite: CUL 1040

CUL 2220 INTERNSHIP II
1 Credit **300 Contact Hours**
A 300-hour paid work internship in a food production environment. Students will prepare a report detailing their experience. The student is required to have the internship approved by the program coordinator.
Prerequisite: CUL 2210

Developmental Studies

Developmental Studies courses are designed to strengthen the academic skills of under-prepared students. Placement is based on the students' scores on the ACT or other approved assessment test.

DSPW 0700 BASIC WRITING
3 Credits **ESL Sections Offered** **3 Class Hours**
Students study grammar and sentence skills, learn to write effective paragraphs, and to organize an essay. Writing skills may be further improved through a computer-assisted laboratory.

DSPW 0800 DEVELOPMENTAL WRITING
3 Credits **ESL Sections Offered** **3 Class Hours**
Students combine writing and reasoning skills with research skills to produce paragraphs and short essays based on observation, interviews, and written materials. Papers are developed using narrative, description, comparison and contrast, cause and effect, and persuasion. Group discussion and one short documented paper are required.
Prerequisite: DSPW 0700 or equivalent skills

DSPM 0700 BASIC MATHEMATICS
3 Credits **3 Class Hours**
Students study mathematics competencies that include whole numbers, fractions, decimals, ratio and proportion, percents, and topics in algebra that include signed numbers, exponents, algebraic expressions with sums and differences, and solving simple algebraic equations.

DSPM 0800 ELEMENTARY ALGEBRA
4 Credits **4 Class Hours**
This first course in algebra emphasizes the fundamental operations of real numbers, polynomials, exponents, factoring, ratio, proportion, linear equations and applications, single variable inequalities, evaluating algebraic expressions, solving quadratic equations by factoring, and introduction to graphing.
Prerequisite: DSPM 0700 or equivalent skills

DSPM 0850 INTERMEDIATE ALGEBRA
4 Credits **4 Class Hours**
This second course in algebra emphasizes sets, the real number system, fundamental operations of algebraic factoring, algebraic linear equations and linear inequalities, stated problems, rational expressions and equations, exponents and radicals, inequalities, linear systems, and graphing linear and quadratic equations.
Prerequisite: DSPM 0800 or equivalent skills

DSPR 0700 BASIC READING
3 Credits **ESL Sections Offered** **3 Class Hours**
Helps improve students' reading comprehension. Topics include vocabulary improvement, literal reading comprehension, (recalling story detail, recognizing sequence, identifying main ideas, and identifying major and minor support), and inferential reading comprehension (drawing conclusions, making inferences, and recognizing implied main ideas).

DSPR 0800 DEVELOPMENTAL READING
3 Credits **ESL Sections Offered** **3 Class Hours**
Designed to develop necessary literal and critical comprehension skills for reading textbook passages ranging from paragraphs to chapters and to enhance vocabulary skills.
Prerequisite: DSPR 0700 or demonstrated equivalent skills

Learning Strategies

DSPS 0800 LEARNING STRATEGIES
3 Credits **ESL Sections Offered** **3 Class Hours**
Emphasizes how to succeed in college, while developing such academic skills as managing time and environment, analyzing and mastering the contents of lectures and textbook chapters, and preparing for and taking tests. Units include setting goals, making career and academic decisions, utilizing resources, and coping with anxiety.

Early Childhood Education

ECED 1010 INTRODUCTION TO EARLY CHILDHOOD EDUCATION
2 Credits **2 Class Hours**
Introduces the student to the early childhood 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 1020 FOUNDATIONS OF EARLY CHILDHOOD DEVELOPMENT
3 Credits **3 Class Hours**
Provides a survey of the theoretical models and services available to parents and children. Includes a study of developmentally appropriate practices and the teacher's role in supporting development in the early childhood setting.

ECED 2010 SAFE, HEALTHY LEARNING ENVIRONMENTS
3 Credits **3 Class Hours**
Studies the basic principles of good health as they relate to the child in the family, care center or family child care home, and community. Includes child nutrition, growth, disease and accident prevention, and safety. Also studies the principles of creating appropriate learning environments for young children. Includes laboratory observation and interaction.

ECED 2020 INFANT, TODDLER, AND CHILD DEVELOPMENT
3 Credits **3 Class Hours**
This course examines the physical, cognitive, social, and emotional aspects of young children and their application to the care, guidance, and development of the child birth to eight. Includes laboratory observation and interactions.
Prerequisite: ECED 2010 or department approval

ECED 2030 INFANT AND TODDLER CARE
3 Credits **3 Class Hours**
Studies 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 additional to basic caregiving skills. Course open to non-majors (i.e., parents, parents-to-be, and babysitters).

ECED 2040 FAMILY DYNAMICS AND COMMUNITY INVOLVEMENT
3 Credits **3 Class Hours**
Explores the roles 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, family development, and the structure of the family will be the main topics. Includes laboratory observation and interaction.
Prerequisite: ECED 1020 or department approval

ECED 2050 PSYCHOMOTOR DEVELOPMENT
3 Credits **3 Class Hours**
This course examines 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. Includes laboratory observation and interaction.
Prerequisite: ECED 2020 or department approval

ECED 2060 DEVELOPMENT OF EXCEPTIONAL CHILDREN
3 Credits **3 Class Hours**
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. Includes laboratory observation and interactions.
Prerequisite: ECED 2020 or department approval

ECED 2070 DEVELOPMENTAL ASSESSMENT
3 Credits **3 Class Hours**
Studies 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. Includes laboratory observation and interaction.
Prerequisite: ECED 2060 or department approval

ECED 2090 CREATIVE DEVELOPMENT
3 Credits **3 Class Hours**
This course deals 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 **3 Class Hours**
A study of the philosophy, principles, and methods of mentoring adults who have varying levels of training. Emphasizes the role of mentors as facilitators of adult learning while simultaneously addressing the needs of children, parents, and other staff.
Prerequisite: Department approval

ECED 2110 ADVANCED LEARNING ENVIRONMENTS
3 Credits **3 Class Hours**
This course focuses on the skill, knowledge, and materials development which are necessary in the provision of a developmentally appropriate environment for young children. Includes laboratory observation and interaction.
Prerequisites: ECED 1020, ECED 2010, ECED 2020, or department approval

ECED 2120 ADMINISTRATION OF CHILD CARE CENTERS
3 Credits **3 Class Hours**
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. Includes laboratory observation and interaction.
Prerequisite: Departmental approval

ECED 2130 PRACTICUM I
3 Credits **1 Class Hour, 2 Laboratory Hours**
Supervised practicum with a minimum of 15 clock hours in seminar and 90 clock hours in an early childhood program offering practical experiences in a learning environment for young children. A study of the physical and human qualities that combine to create a classroom that is safe, healthy, and promotes optimum learning.
Pre or corequisite: ECED 2010 or department approval

ECED 2140 CLINICAL
3 Credits **1 Class Hour, 2 Laboratory Hours**
Pre- or in-service supervised clinical experience with a minimum of 15 clock hours in seminar, 45 clock hours in an approved clinical site (NAEYC, NAFCC, or NSACA accredited agency, or TECTA approved site), and 45 clock hours in student's work site.
Prerequisite: Successful completion of ECED 1010, 1020, 2010, 2040, and 2130 or department approval

Economics

ECON 1111 PRINCIPLES OF MACROECONOMICS
3 Credits **3 Class Hours**
Economics is the study of the countless problems of surviving and making a living all over the world. Emphasis is on national income, the monetary system, economic fluctuations, fiscal policy, and the international economy. A study of institutions that help develop the national and international economy. Defines the principles of economics in a study of the problems of scarcity, choice, and the law of supply and demand through class discussion and analysis of current economic events.
Prerequisites: DSPR 0800 and DSPW 0700 or equivalent skills

ECON 1121 PRINCIPLES OF MICROECONOMICS
3 Credits **3 Class Hours**
Emphasizes decision making by households and businesses, production, competition and market structures, government, labor markets, unions, and the distribution of income. The principles of scarcity, choice, and the laws of supply and demand are examined through class discussions and analysis of current economic events.
Prerequisites: DSPR 0800 and DSPW 0700 or equivalent skills

Electrical•Electronic Engineering Technology

EET 1110 ELECTRIC CIRCUITS
5 Credits **4 Class Hours, 2 Laboratory Hours**
Covers voltage, current, resistance, and power in D.C. and A.C. circuits, series, parallel, and more complex circuits using Kirchhoff's laws and selected network theorems, capacitance and inductance; presents resonance as a special topic. Transformers and polyphase concepts conclude the course.
Prerequisite: DSPM 0850 or equivalent skills

EET 1130 INTRODUCTION TO ELECTRONICS
5 Credits **4 Class Hours, 2 Laboratory Hours**
Covers theory, problem solving, and laboratory experiments in the following electronic areas: DC series/parallel circuits, open/shorts, AC series/parallel, capacitors, inductors, diodes, switching transistors (BJT and CMOS), and linear devices.
Prerequisite: DSPM 0850 or equivalent skills

EET 1150 ELECTRONIC AND DIGITAL CIRCUITS
3 Credits **2 Class Hours, 2 Laboratory Hours**
Covers theory, problem solving, and laboratory experiments in the following electronics and digital areas: DC series/parallel circuits, open/shorts, AC, capacitors, inductors, diodes, and switching transistors, logic gates, combinational circuits, registers, memory devices, and digital to analog conversion. This course also examines binary and other number base systems and codes. The 7400 series of IC's is used in the laboratory exercises to support classroom presentations of logic circuits.
Prerequisite: DSPM 0850 or equivalent skills

EET 1190 GM AUTOMOTIVE ELECTRICITY I
4 Credits **3 Class Hours, 3 Laboratory Hours**
Covers basic concepts in D.C. and A.C., including Ohm's Law, series and parallel circuits, Kirchhoff's Voltage and Current Laws, Thevenin's equivalent circuits, and A.C. power generation. Studies semiconductor devices with emphasis on the junction diode, the bipolar transistor, and the field effect transistor.
Prerequisite: DSPM 0850 or equivalent skills

EET 1192 AUTOMOTIVE ELECTRICITY
4 Credits **3 Class Hours, 2 Laboratory Hours**
Covers basic concepts in D.C. and A.C. including Ohm's Law, series and parallel circuits, Kirchhoff's Voltage and Current Laws, Thevenin's equivalent circuits and A.C. power generation. Course emphasizes concepts of starting systems, charging systems, and basic ignition systems. Includes operation, testing, and diagnostic procedures.
Prerequisite: DSPM 0850 or equivalent skills

EET 1210 ELECTRONIC CIRCUITS
5 Credits **4 Class Hours, 2 Laboratory Hours**
Covers solid state electronics as circuit elements, including diodes, bipolar transistors, rectifier circuits, Zener diode regulators, power supplies, power amplification, junction and MOSFETs, and applications in selected linear circuits. Operational amplifiers in various feedback configurations comprise the final phase of the course.
Prerequisite: EET 1110

EET 1220 TRANSFORMERS AND ROTATING MACHINES
3 Credits **2 Class Hours, 2 Laboratory Hours**
Provides an understanding of electrical machinery. The study includes transformer theory and application, single-phase and three-phase connections, auto-transformers, and special instrument transformers. The course also includes a study in the development of horsepower, torque, efficiency as related to the operation of D.C. motors and generators, single-phase and three-phase motors, alternators, step-motors, resolvers, and synchros. Comparisons in the performance of machines are made.
Prerequisite: EET 1110

EET 1260 ELECTRICAL TECHNOLOGY
4 Credits **3 Class Hours, 2 Laboratory Hours**
Reviews the basics of electrical power for non-electrical/electronic students. Covers such topics as D.C. and A.C. circuits, transformers, rotating machinery, electrical and electronic controls, and electrical energy.
Prerequisite: DSPM 0850 or equivalent skills

EET 1290 GM AUTOMOTIVE ELECTRICITY II
3 Credits **2 Class Hours, 3 Laboratory Hours**
The student becomes familiar with electro-mechanical devices, specifically the operation and fault diagnosis and repair of self-rectifying D.C. generators, and cranking motors. The student also becomes familiar with mechanical and electrical testing equipment used to diagnose malfunctions of the GM ignition systems and to determine the general condition of the engine.
Prerequisite: EET 1190

EET 1400 DIGITAL ELECTRONICS
3 Credits **2 Class Hours, 2 Lab Hours**
Presents the concepts of Boolean Algebra and their applications to designing with and analyzing digital integrated circuits. Examines binary and other number base systems and codes. The 7400 series of ICs is used in the laboratory exercises to support classroom presentations of logic circuits. Presents A/D and D/A converters, counters, shift registers, adders, mulitplexers, and encoders. Covers various memory devices and their operation.
Corequisites: EET 1110 or EET 1130, and MATH 1085

EET 2020 INDUSTRIAL CONTROL SYSTEMS
4 Credits **3 Class Hours, 2 Laboratory Hours**
Studies control circuits and devices commonly used in the industrial environment. The course shows the various ways used to control machinery. The student is required to design control circuits using relay logic and solid-state logic. Solid-state control of D.C. motors, A.C. motors, and step motors is covered in detail. Switches, sensors, and transducers are included, and industrial models are evaluated.
Prerequisite: EET 1220

EET 2110 INDUSTRIAL ELECTRONICS
5 Credits **4 Class Hours, 2 Laboratory Hours**
Studies electronic devices and circuits most often found in industrial equipment controlling machinery and processes in industry. Includes power supplies, operational amplifiers, thyristors, transducers, timers, optical, and thermal devices. Introduces other components, such as programmable controllers, to show how closed-loop processes and automated equipment can be accurately controlled.
Prerequisite: EET 1210

EET 2120 ELECTRONIC DESIGN PROJECT
1 Credit **2 Laboratory Hours**
A design-fabrication course involving an approved electronic project. Construction includes layout and fabrication of printed circuit boards, chassis fabrication, wiring and assembly. The student tests and analyzes the performance of the project and submits a written report.
Prerequisite: EET 1210

EET 2190 GM ADVANCED ELECTRONICS
3 Credits **2 Class Hours, 2 Laboratory Hours**
Introduces the vehicle parameter sensing devices that provide information to Electronic Control Modules (ECM computer). The student also becomes familiar with the characteristics of proper operation and malfunction diagnosis using the Assembly Line Data Link and other on-board diagnostic equipment.
Prerequisite: EET 1290

EET 2192 AUTOMOTIVE ELECTRONICS
4 Credits **3 Class Hours, 2 Laboratory Hours**
Introduces the vehicle parameter sensing devices that provide information to Electronic Control Modules (ECM computer). The student also becomes familiar with the characteristics of proper operation and malfunction diagnosis using the Assembly Line Data Link and other on-board diagnostic equipment.
Prerequisite: EET 1192

EET 2210 CIRCUIT ANALYSIS
2 Credits **1 Class Hour, 2 Laboratory Hours**
An application of previous training to troubleshoot solid-state electronic circuits and systems using basic tools. Includes a review of two-port networks, filters, and transfer functions.
Prerequisite: EET 1210

EET 2215 INTRODUCTION TO FIBER OPTICS
3 Credits **2 Class Hours, 2 Laboratory Hours**
This course introduces optical fiber as another medium in which information can be transmitted, received, multiplexed, demultiplexed, and distributed. It covers light sources, detectors, connectors and splices, and couplers. This course also introduces students to fiber-optic systems and includes discussions on installation and types of fiber-optic equipment.
Prerequisite: EET 1210

EET 2221 ELECTRONIC COMMUNICATIONS
3 Credits **2 Class Hours, 2 Laboratory Hours**
An introductory course in electronic communications. Topics covered will include signal generation, amplitude modulation, transmission and reception, single sideband systems, angle moducation transmission, angle modulation receivers, FM stereo and two-way FM, television, transmission lines, electro magnetic wave propagation, antennas and waveguides, microwave communications, and satellite communications.
Prerequisite: EET 1210

EET 2222 DIGITAL COMMUNICATIONS
3 Credits **2 Class Hours, 2 Laboratory Hours**
Advanced communications topics include optical fiber communication, digital communications, digital transmission, digital line encoding, multiplexing, high definition television, satellite multiple-access, mobile telephone service and digital radio.
Prerequisite: EET 1210

EET 2230 NETWORK ANALYSIS
2 Credits **4 Laboratory Hours**
Studies two-port networks, filters, and transfer functions. Investigates selected topics using digital computer analysis techniques.
Prerequisite: EET 1210

EET 2240 INSTRUMENTATION
3 Credits **2 Class Hours, 2 Laboratory Hours**
Studies industrial transducer devices most commonly used by industry in Automated Process Control Systems. Students learn electrical and mechanical transducers applied in the measurement of temperature, pressure, flow and position, and complete exercises using computers and computer interfacing to give a realistic approach to the industrial application of these devices.
Prerequisite: EET 1210

EET 2280 VIDEO SYSTEMS
3 Credits **2 Class Hours, 2 Laboratory Hours**
A comprehensive course covering the basics of television recording, broadcasting, and reception. Covers all concepts used to record video information on magnetic tape and how to retrieve it. Material includes scanner systems, tape formats, tape transports, luminance processing, and color signal processing.
Prerequisite: EET 1210

EET 2290 GM AUTOMOTIVE COMPUTER SYSTEMS I
3 Credits **2 Class Hours, 3 Laboratory Hours**
Introduces digital systems and microprocessors, which includes the study of the on-board GM computers used to regulate, monitor, and control various systems of the vehicle.
Prerequisite: EET 2190

EET 2292 AUTOMOTIVE COMPUTER SYSTEMS
3 Credits **2 Class Hours, 2 Laboratory Hours**
Introduces digital systems and microcomputers, which includes the study of the on-board automotive computers used to regulate, monitor, and control various systems on the vehicle.
Prerequisite: EET 1192

EET 2295 GM AUTOMOTIVE COMPUTER SYSTEMS II
3 Credits **2 Class Hours, 3 Laboratory Hours**
A continuation of EET 2290, which includes the GM Buick and Cadillac Divisions' Body Control Modules (BCM computers).
Prerequisite: EET 2290

EET 2530 POWER SYSTEMS
4 Credits **3 Class Hours, 2 Laboratory Hours**
An expanded analysis of the three-phase system, focusing on the power system and its various components. Analyzes the parameters of the transmission line and problems of system operation. Students explore equipment and perform fault studies.
Prerequisite: EET 1110

EET 2600 AUTOMATIC CONTROL SYSTEMS
4 Credits **3 Class Hours, 2 Laboratory Hours**
Designed to introduce the student to a wide range of industrial automatic controls. The programmable logic controller is the base of study with the emphasis on programming. Included are the various types of transducers common to the industrial environment and the interfacing of I/O devices to the PLC. Modes of controls, process response, and the final correcting devices are discussed.
Prerequisite: EET 1210

EET 2640 POWER DISTRIBUTION
4 Credits **3 Class Hours, 2 Laboratory Hours**
An overview of electrical power distribution systems with a focus on the design of electrical distribution systems for industrial and commercial buildings, including services, transformers, unit substations, switchboards, distribution circuit components, and fault, voltage, and power factor studies.
Prerequisite: EET 1110

EET 2660 ELECTRICAL DESIGN PROJECT
1 Credit **2 Laboratory Hours**
Designed to demonstrate proficiency in analysis, layout, and construction of an electrical project. The student checks the design, analyzes the performance of the project, and submits a written and oral report.
Prerequisite: EET 1220

Engineering Technology

ENGR 1000 INTRODUCTION TO ENGINEERING TECHNOLOGY
3 Credits **2 Class Hours, 2 Laboratory Hours**
An introductory course for all students who plan to study any of the engineering technology disciplines. This course will emphasize the type work done in the various engineering technology disciplines as well as how the disciplines relate to each other and how they differ. Subjects common to all engineering technology fields, such as basic computer usage, internet use, word processing, and spreadsheets, as well as presentation of findings and teamwork, will be introduced.

ENGR 1150 ENGINEERING GRAPHICS
2 Credits **4 Laboratory Hours**
As an introductory graphics course for all students who plan to take level Computer-Aided-Drafting (CAD) classes, students will learn geometric constructions, lettering, freehand sketching, the alphabet of lines, and the use of scales. The course will also include orthographic projections, section views, pictorial drawings, and dimensioning. Emphasis will be placed on correct construction techniques with simple instruments and correct terminology for CAD.
Co-requisite: DSPM 0800 or equivalent skills

ENGR 2100 STATICS
3 Credits **3 Class Hours**
This is a calculus based mechanics class that covers vector algebra, resultants, equilibrium, friction, centroids, moment of inertia, trusses, machines and frames, beam shear and moments.
Prerequisite: MATH 1920

ENGR 2200 DYNAMICS
3 Credits **Class Hours**
This is a calculus based mechanics class that covers particle kinematics; relative motion; kinetics, applications of Newton's Laws, work-energy principle, impulse-momentum principle, and mechanical vibrations.
Prerequisite: ENGR 2100

ENGR 2300 THERMODYNAMICS
3 Credits **3 Class Hours**
This is a first course in thermodynamics that covers concepts, models and laws; energy and the first law; properties and state; energy analysis of thermodynamics systems; entropy and the second law; conventional power and refrigeration cycles.
Prerequisite: PHYS 2110

English

ENGL 1010 ENGLISH COMPOSITION I
3 Credits **3 Class Hours**
Concentrates on style and basic organizational patterns. Students read essays and samples of literature for discussion and write a minimum of six compositions and a multiple source paper to apply the principles of organization that they have learned.
Prerequisites: DSPR 0800, DSPW 0800 or equivalent skills

ENGL 1020 ENGLISH COMPOSITION II
3 Credits **(Honors Section Offered)** **3 Class Hours**
Second semester composition class emphasizes argumentative and analytical writing. Literature from the text serves as a catalyst for student discussion and writing. Students study advanced methods of composition through the analysis and explication of literature/essays and apply these techniques to their own writing. Emphasis is on using library resources and researching, organizing, and writing research papers.
Prerequisite: ENGL 1010

ENGL 1113 INTRODUCTION TO RESEARCH
3 Credits **3 Class Hours**
Introduces students to the process of research specifically oriented to the workplace. Topics include both primary and secondary sources, such as interviews, library, and Internet searches. Emphasizes source evaluation and legal/ethical concerns.
Prerequisites: DSPR 0800, DSPW 0800, or equivalent skills

ENGL 1114 INTRODUCTION TO TECHNICAL EDITING
3 Credits **3 Class Hours**
Concentrates on the fundamentals of editing as they apply to professional writing. Focuses on editing for format, grammatical correctness, readability, and style.
Prerequisites: DSPR 0800, DSPW 0800, or equivalent skills

ENGL 2010 INTRODUCTION TO LITERATURE I: FICTION
3 Credits **(Honors Section Offered)** **3 Class Hours**
Provides the opportunity, through class discussions and assigned papers, to analyze short stories and novels in terms of their literary characteristics. Designed to give students experience in reading and interpreting literature.
Prerequisites: ENGL 1010 and ENGL 1020
Note: ENGL 2010 meets the requirement for a Humanities elective.

ENGL 2020 INTRODUCTION TO LITERATURE II: POETRY AND DRAMA
3 Credits **(Honors Section Offered)** **3 Class Hours**
Introduces students to works of major poets and dramatists. Through reading and film, students examine poetry and drama, relating the works to major literary themes, including historical/social events that influenced the writers. Gives students experience in both reading and writing, with emphasis on interpretation.
Prerequisites: ENGL 1010 and ENGL 1020
Note: ENGL 2132 meets the requirement for a Humanities elective.

ENGL 2330 SELECTED TOPICS IN LITERATURE
3 Credits **3 Class Hours**
A study of selected topics in literature. Specific topics are determined by the instructor and will vary from semester to semester. Topics may include Women Writers, Award Winning Writers, Native American Literature, Heroes in Fiction and more. Students may register for this course multiple times as topics vary each semester.
Prerequisites: ENGL 1010 and 1020
Note: ENGL 2330 meets the requirement for a Humanities elective.

ENGL 2110 AMERICAN LITERATURE: COLONIAL PERIOD THROUGH THE CIVIL WAR
3 Credits **3 Class Hours**
Survey of American literature from the time of Colonial expansion through the Civil War period. Examines the works of significant writers of fiction, poetry, prose, and/or drama, taking into account events in history which influenced them. Students learn to discuss the literature and analyze it in essays.
Prerequisites: ENGL 1010 and ENGL 1020
Note: ENGL 2110 meets the requirement for a Humanities elective.

ENGL 2112 REPORT WRITING
3 Credits **3 Class Hours**
Introduces students to the basic principles of effective report writing. Written assignments and oral presentations provide practice in organizing and composing several brief reports and a formal report. Throughout the semester, students learn practical application of report writing skills.
Prerequisite: ENGL 1010
Note: ENGL 2112 will not meet the requirement for a General Education course.

ENGL 2114 WRITING FOR INDUSTRY
3 Credits **3 Class Hours**
Focuses on writing for business media. Students learn to write professional e-mails, memos, letters, pamphlets, press releases, and advertising copy. Attention is given to writing research material such as surveys and questionnaires. Ethical/legal issues are addressed.
Prerequisite: ENGL 1010

ENGL 2115 INTRODUCTION TO JOURNALISM: WRITING FOR MEDIA
3 Credits **3 Class Hours**
Focuses on writing for print media. Curriculum covers basic news gathering techniques, interviewing, writing feature articles, press releases, and news stories for newspapers and publications. It also covers journalistic format according to *Associated Press Stylebook & Libel Manual*. Assignments include writing articles for the college newspaper.
Prerequisite: ENGL 1010

ENGL 2116 WRITING FOR THE WEB
3 Credits **3 Class Hours**
Focuses on developing comprehensible and useful content for Websites. Students will critique the writing style of current Web pages, design online documentation, and develop appropriate online copy.
Prerequisite: ENGL 1010

ENGL 2120 AMERICAN LITERATURE: POST CIVIL WAR REGIONALISM TO PRESENT
3 Credits **3 Class Hours**
Survey of American literature from the period of post Civil War regionalism through the present. Examines the works of significant writers of fiction, poetry, prose, and/or drama, taking into account events in history which influenced them. Students learn to discuss the literature and analyze it in essays.
Prerequisites: ENGL 1010 and ENGL 1020
Note: ENGL 2120 meets the requirement for a Humanities elective.

ENGL 2133 MULTI-CULTURAL LITERATURE
3 Credits **3 Class Hours**
Introduces students to the works of American authors and poets of various ethnic backgrounds. Emphasizes biography, essays, poetry, and short fiction by African Americans, Asian Americans, Hispanic Americans, and Native Americans. The course gives students experience in both reading and writing, with emphasis on the cultural heritage.
Prerequisites: ENGL 1010 and ENGL 1020
Note: ENGL 2133 meets the requirement for a Humanities elective.

ENGL 2140 INTRODUCTION TO CINEMA
3 Credits **3 Class Hours**
Introduces the basic elements of cinema. Emphasis is on understanding and appreciating cinematic production techniques.
Prerequisites: ENGL 1010 and ENGL 1020
Note: ENGL 2140 meets the requirement for a Humanities elective.

ENGL 2210 BRITISH LITERATURE: *BEOWULF* THROUGH THE EIGHTEENTH CENTURY
3 Credits **3 Class Hours**
Survey of British literature from *Beowulf* through Restoration and the Eighteenth Century. Examines the works of significant writers of fiction, poetry, prose, and/or drama taking into account events in history that influenced them. Students learn to think critically about literature through discussion and essays.
Prerequisites: ENGL 1010 and ENGL 1020
Note: ENGL 2210 meets the requirement for a Humanities elective.

ENGL 2220 BRITISH LITERATURE: ROMANTICISM TO PRESENT
3 Credits **3 Class Hours**
Survey of British literature from the period of Romanticism through the present. Examines the works of significant writers of fiction, poetry, prose, and/or drama, taking into account events in history that influenced them. Students learn to think critically about literature through discussion and essays.
Prerequisites: ENGL 1010 and ENGL 1020
Note: ENGL 2220 meets the requirement for a Humanities elective.

ENGL 2310 WORLD LITERATURE: ANCIENT WORLD THROUGH THE RENAISSANCE
3 Credits **3 Class Hours**
Survey of World literature from the ancient world through the Renaissance. Examines the works of significant writers of fiction, poetry, prose, and/or drama, taking into account events in history that influenced them. Students learn to think critically about literature through discussion and essays.
Prerequisites: ENGL 1010 and ENGL 1020
Note: ENGL 2310 meets the requirement for a Humanities elective.

ENGL 2320 WORLD LITERATURE: AGE OF ENLIGHTENMENT TO PRESENT
3 Credits **3 Class Hours**
Survey of World literature from the Age of Enlightenment to present. Examines the works of significant writers of fiction, poetry, prose, and/or drama, taking into account events in history that influenced them. Students learn to think critically about literature through discussion and essays.
Prerequisites: ENGL 1010 and ENGL 1020
Note: ENGL 2320 meets the requirement for a Humanities elective.

ENGL 2330 SELECTED TOPICS IN LITERATURE: A STUDY OF SELECTED TOPICS IN LITERATURE
3 Credits **3 Class Hours**
Specific topics are determined by the instructor and will vary from semester to semester. Topics may include Women Writers, Award Winning Writers, Native American Literature, Heroes in Fiction, and more. Students may register for this course multiple times as topics vary each semester.
Prerequisites: ENGL 1010 and ENGL 1020

Environmental Technology

ENV 1150 ENVIRONMENTAL TECHNOLOGY
3 Credits **3 Class Hours**
Introduces water and wastewater technology. Topics include hydrology, water chemistry, pressure flow, open channel flow, population prediction, storm runoff, water quality, and pollution.
Corequisite: MATH 1085

ENV 2250 WATER AND WASTEWATER SYSTEMS
3 Credits **2 Class Hours, 2 Laboratory Hours**
Covers water distribution systems and wastewater disposal systems. Topics include source development, raw water treatment and distribution, wastewater collection and treatment, and sludge disposal. Laboratory exercises include water testing and sewer line design and drafting.
Prerequisite: MATH 1045

ENV 2350 ENVIRONMENTAL SPECIAL TOPICS
3 Credits **3 Class Hours**
The third course in the series covers such topics as basic environmental legislation and current proposals, air pollution, noise pollution, handling and transportation of hazardous materials, and current environmental concerns.
Prerequisites: ENV 1150 and ENV 2250

French

FREN 1010 FRENCH I
3 Credits **3 Class Hours**
Introduces students to the French language and provides a foundation in reading, writing, speaking, and aural comprehension.
Prerequisites: DSPW 0800 and DSPR 0800 or equivalent skills

FREN 1020 FRENCH II
3 Credits **3 Class Hours**
Continues development of the reading, writing, speaking, and aural skills mastered in FREN 1010.
Prerequisite: FREN 1010 or equivalent skills

Geography

GEOG 1010 WORLD REGIONAL GEOGRAPHY I
3 Credits **3 Class Hours**
A survey of the geographic regions of the world, including studies of the physical character of the land, resources, economics, and cultures.
Prerequisites: DSPR 0800 and DSPW 0800 or equivalent skills
Note: GEOG 1010 meets the requirements for a Social Science elective.

GEOG 1020 WORLD REGIONAL GEOGRAPHY II
3 Credits **3 Class Hours**
A continuation of GEOG 1010. Selected topics and world regions, especially those with problems or situations of contemporary interest, to illustrate geographical points of view.
Prerequisites: DSPR 0800 and DSPW 0800 or equivalent skills
Note: GEOG 1020 meets the requirements for a Social Science elective.

Geology

GEOL 1040 PHYSICAL GEOLOGY
4 Credits **3 Class Hours, 3 Laboratory Hours**
This course is an introduction to the principles of modern Geology, emphasizing the origin, composition, and evolution of the solid earth. Rock-forming minerals, igneous, sedimentary, and metamorphic rocks, rock and hydrologic cycles, plate tectonics, earthquakes, landform development and geologic time are covered. The course includes identification and description of minerals and rock samples and the use of topographic and geological maps.
Prerequisites: DSPR 0800 and DSPM 0800

GEOL 1110 EARTH SCIENCE
4 Credits **3 Class Hours, 3 Laboratory Hours**
This course provides a background in the physical, chemical, and biological principles that shape our planet. Topics covered are geology, astronomy, meteorology, oceanography, energy, the environment, basic chemical and biological processes.
Prerequisites: DSPR 0800 and DSPM 0800

German

GERM 1010 GERMAN I
3 Credits **3 Class Hours**
Develops the student's abilities to use German. Students develop proficiency in listening, speaking, reading, and writing elementary German
Prerequisites: DSPR 0800 and DSPW 0800 or equivalent skills

GERM 1020 GERMAN II
3 Credits **3 Class Hours**
Refines the student's ability to use German. Students improve proficiency in listening, speaking, reading and writing elementary German.
Prerequisites: GERM 1010 or equivalent skills

General Technology

GTP 1000 GENERAL TECHNOLOGY
1 – 32 Credits
Upon documented evidence of successful completion of a postsecondary vocational program, credit may be granted for this course toward the Associate of Applied Science degree in General Technology. In order to receive credit, the student may be asked to document that vocational competencies are equivalent to learning outcomes expected from college-level courses. Students may demonstrate such equivalence through successful completion of a Tennessee Technology Center diploma in a related field or other appropriate documentation. Appropriate assessment procedures to document college-level proficiency are required for all articulated programs.

History

HIST 1110 WORLD CIVILIZATION I
3 Credits **Honors Section Offered** **3 Class Hours**
Studies the social, cultural, economic, and political aspects of significant civilizations from the period of unwritten history through the 17th century.
Prerequisites: DSPR 0800 and DSPW 0800 or equivalent skills
Note: HIST 1110 meets the requirement for a Social Science elective.

HIST 1120 WORLD CIVILIZATION II
3 Credits **3 Class Hours**
Studies the social, cultural, economic, and political aspects of significant civilizations from the 17th century to the present.
Prerequisites: DSPR 0800 and DSPW 0800 or equivalent skills
Note: HIST 1120 meets the requirement for a Social Science elective.

HIST 2010 THE AMERICAN PEOPLE TO MID-19TH CENTURY
3 Credits **Honors Section Offered** **3 Class Hours**
Studies the social, cultural, economic, and political aspects of American life from the colonial period through the mid-19th century.
Prerequisites: DSPW 0800 and DSPR 0800 or equivalent skills
Note: HIST 2010 meets the requirement for a Social Science elective.

HIST 2020 THE AMERICAN PEOPLE SINCE MID-19TH CENTURY
3 Credits **3 Class Hours**
Studies the social, cultural, economic, and political aspects of American life since the mid-19th century.
Prerequisites: DSPW 0800 and DSPR 0800 or equivalent skills
Note: HIST 2020 meets the requirement for a Social Science elective.

HIST 2030 TENNESSEE HISTORY
3 Credits **3 Class Hours**
Studies the history of Tennessee from the neolithic era to the present. Course themes include social, cultural, economic, and political activities throughout the state's history.
Prerequisites: DSPW 0800 and DSPR 0800 or equivalent skills
NOTE: HIST 2030 meets the requirement for a Social Science elective.

Horticulture

HORT 1010 INTRODUCTION TO HORTICULTURAL SCIENCE
3 Credits **2 Class Hours, 2 Lab Hours**
This course introduces the principles of plant science and practices underlying occupations in horticulture. Cultural methods affecting plant growth are emphasized. A broad perspective of the horticultural industry is provided.

HORT 1110 LANDSCAPE PLANT MATERIALS
3 Credits **2 Class Hours, 2 Lab Hours**
This course covers identification, culture, characteristics and use of plants. Nomenclature, identification, growth and cultural requirements, soil preferences, and landscape applications are emphasized. Upon completion, students should be able to demonstrate knowledge in proper selection and utilization of plant materials.

HORT 1120 LANDSCAPE DESIGN
3 Credits **2 Class Hours, 2 Lab Hours**
This course covers landscape design principles and practices for residential and commercial sites. Emphasis is placed on drafting, site analysis and common elements of good design, plant material selection, proper plant utilization, and design implementation. Upon completion, students should be able to read, plan, draft, and implement a landscape design.

HORT 1130 LANDSCAPE AND GROUND MAINTENANCE
3 Credits **2 Class Hours, 2 Lab Hours**
This course covers maintenance of residential and commercial properties. Identification and understanding of the maintenance task, transplanting, soil fertilization, irrigation, pest control, mowing, pruning, and climate protection are discussed. Upon completion, students should be able to properly understand and carry out the maintenance of a variety of properties.

HORT 1140 LANDSCAPE CONSTRUCTION
3 Credits **2 Class Hours, 2 Lab Hours**
This course is an introduction to fabrication of landscape structures and features. Material selection, construction techniques, and fabrication are covered. Upon completion, students should be able to design and construct common landscape features.

HORT 1150 SOILS AND FERTILIZERS
3 Credits **2 Class Hours, 2 Lab Hours**
The course covers physical and chemical properties of soils, soil fertility, and management. Soil formation, classification, testing, fertilizer application, and other amendments are covered. Upon completion, students should be able to analyze, evaluate, and properly amend soils and media for horticultural use.

HORT 1210 TURF GRASS MANAGEMENT
3 Credits **2 Class Hours, 2 Lab Hours**
This course is a detailed study of turf grass. Seeding, reproduction, growth and development, species characteristics, fertilization irrigation practices, pest and disease control, maintenance of golf courses, and athletic and recreational lawns are covered. Upon completion, students should be able to properly characterize turf grass species and establish and maintain a high quality turf grass area.

HORT 1310 HORTICULTURAL PESTICIDE SELECTION AND USE
3 Credits **2 Class Hours, 2 Lab Hours**
This course covers the identification and control of plant pests including insects, diseases, and weeds. Pest identification and chemical regulation, pesticide application, and safety are emphasized. Coursework will satisfy re-certification point requirements and prepare students to take the Tennessee Commercial Pesticide Applicators License test and the test for certification in Ornamental and Turf (C03).

Industrial Maintenance

IMC 1010 BLUEPRINT READING FOR INDUSTRY
2 Credits **4 Lab Hours**
A course designed to develop the necessary skills needed in interpreting industrial engineering drawings.

The course covers the essential concepts of lines, geometric constructions, multi-view projection techniques, dimensions, units of measurement, machining symbols, sections, tolerances, fits, and many other topics related to the drawings used in industry

IMC 1100 ELECTRICAL MAINTENANCE ORIENTATION
4 Credits 3 Class Hours, 3 Lab Hours
Studies basic physics and mathematics while developing structured problem-solving techniques. Laws of motion, simple machines, and behavior of matter are studied while reviewing algebra, simple geometry, and right angle trigonometry. The primary focus is to prepare the student for follow-on electrical maintenance courses. Basic computer skills are also introduced.

IMC 1110 MACHINE TOOL I
4 Credits **Class Hours, 3 Lab Hours**
A course that introduces students to the various machines and methods used to make parts from stock materials. Covers all standard types of machines used for metal removal including their various accessories and cutters. Explores the selection of proper cutting tools and speeds / feeds for use on mills, lathes, saws and drill presses. Explores methods of layout, inspection, measurement, and gauging.

IMC 1150 BASIC D.C. AND A.C. CIRCUITS
4 Credits **2 Class Hours, 6 Lab Hours**
An introductory course to the basic principles of electricity. Topics include voltage, current, resistance, power, Ohm's Law, Kirchhoff's Law, and how they relate to DC series, parallel and combination circuits. The course also includes complex AC circuits, power factor, metering, and a working knowledge of AC principles. The generation of polyphase, delta and wye courses and loads are also covered.

IMC 1200 DIGITAL PRINCIPLES
4 Credits **3 Class Hours, 3 Lab Hours**
An introductory course in logic circuits and their application to designing with digital integrated circuits. Selected topics in transistors/FETs/ diodes and thyristors are covered.
Prerequisite: IMC 1150

IMC 1210 CNC MACHINING I
4 Credits **3 Class Hours, 3 Lab Hours**
Studies the various CNC machines with emphasis on lathes and machining centers. Looks at the history and future of CNC machining. Explores the methods of program planning and writing. The student will use right angle trigonometry to locate points in part programs. The Cartesian Coordinate System is used extensively. Emphasis will be in learning all the different machining cycles and methods from a program writing perspective. Some machine operation will be introduced.

IMC 1310 MACHINE TOOL II
4 Credits **3 Class Hours, 3 Lab Hours**
A course that picks up where Machine Tool I leaves off. Introduces grinding machines, and heat treatment processes. Explores methods and procedures used in more complex machining operations. Requires the use of several different machine tools and planning the procedures step by step to complete individual projects.
Prerequisite: IMC 1110

IMC 1410 CNC MACHINING II
4 Credits **3 Class Hours, 3 Lab Hours**
A course that picks up where CNC Machining I leaves off. Uses the program writing skills achieved in CNC Machining I to make parts and projects. Introduces CAD/CAM procedures of generating NC code for part programs.
Prerequisite: IMC 1210

IMC 2100 ELECTRICAL MACHINES AND CONTROLS
4 Credits **2 Class Hours, 6 Lab Hours**
An introductory course in electrical machines and transformers, including DC motors and generators; single-and three-phase AC motors, alternators and synchronous motors; single- and three-phase transformers; instrument transformers and auto-transformers. The course compares the performance of AC machinery to DC machinery and covers horsepower, torque, RPM, and efficiency
Prerequisite: IMC 1150

IMC 2150 CONTROL APPLICATIONS
4 Credits **3 Class Hours, 3 Lab Hours**
Designed to show the student various ways to control A.C. and D.C. machinery and the use of relays and NEMA logic. Also includes reading electrical drawings, troubleshooting circuits and the interfacing of programmable controllers with relay logic.
Prerequisite: IMC 1200

IMC 2200 PROGRAMMABLE LOGIC CONTROLLERS
5 Credits **3 Class Hours, 4 Lab Hours**
Designed for EMC personnel to gain knowledge of programmable controllers. Includes history, application, memory organization, I/O configuration and programming, times, counter, storage registers, data transfer, data comparison, and maintenance procedures. The conversion of ladder diagrams to PLC programming is discussed.
Prerequisite: IMC 1200

IMC 2250 INTERPRETING TECHNICAL INFORMATION
3 Credits **2 Class Hours, 3 Lab Hours**
A comprehensive course in wiring practice as specified by the National Electrical Code (N.E.C.). The course includes load calculations, service equipment, disconnect means, circuit protection, sizing of conductors, over current protection, feeder bus systems, panel boards, subfeeders, and unit substations. Student should have a thorough knowledge of the basics of electricity and/or should have completed at least half of Industrial Electrical Maintenance courses before taking this class.

IMC 2260 ADVANCED PLC PROGRAMMING
4 Credits **3 Class Hours, 3 Lab Hours**
This course covers a variety of topics as related to the PLC. Topics covered will include: part identification and tracking, communication with other intelligent devices, inter-PLC communications over a variety of networks, Remote-I/O, DeviceNet, and graphical operator interfaces.
Prerequisite: IMC 2200

Mathematics

MATH 0940 BASIC MATHEMATICS FOR DRAFTING AND ENGINEERING CERTIFICATE STUDENTS
3 Credits **3 Class Hours**
A course which covers topics in elementary algebra, right-triangle trigonometry, coordinate systems, and plane, solid, and projective geometry that are required for success in various certificate programs. This course is not a transfer course.
Prerequisite: DSPM 0800

MATH 0990 GEOMETRY
3 Credits **3 Class Hours**
This course is a study of two- and three-dimensional figures that emphasizes symmetry, similarity, and congruence; basic geometrical constructions; properties and relationships of the right triangle; measurement and calculation of areas and volumes; and the use of logic and geometrical thought to solve common application problems involving geometry. This course meets A-89 requirements.

MATH 1010 MATH FOR LIBERAL ARTS
3 Credits **3 Class Hours**
This course is an applied mathematics course for non-science majors. Topics covered include problem solving, sets, logic, algebra, probability, statistics, consumer mathematics, and finance.
Prerequisite: DSPM 0850

MATH 1085 TECHNICAL MATHEMATICS I
5 Credits **5 Class Hours**
This course is one of a two-course sequence designed to prepare students to succeed in various programs offered by the technology division. Topics include an overview of geometry, introduction to trigonometric functions, vectors, introduction to complex numbers, exponential and logarithmic functions and equations, solving various types of equalities and inequalities, quadratic equations, systems of linear and nonlinear equations, systems of linear equations, and determinants.
Prerequisite: DSPM 0850

MATH 1095 TECHNICAL MATHEMATICS II
3 Credits **3 Class Hours**
This course is one of a two-course sequence designed to prepare students to succeed in various programs offered by the technology division. Topics include laws of sines and cosines, graphs and equations of linear and other functions, trigonometric identities, and an introduction to calculus.
Prerequisite: MATH 1085

MATH 1075 BUSINESS MATHEMATICS
3 Credits **3 Class Hours**
This course covers business mathematics presented from an algebraic base. Topics include discounts, taxes, logarithms, mathematics of finance (simple and compound interest, loans and investments, depreciation), and descriptive statistics.
Prerequisite: DSPM 0850

MATH 1510 STATISTICS I
3 Credits **3 Class Hours**
This course focuses on basic concepts and formulas for both descriptive and inferential statistics. Topics covered include the nature of data, uses and abuses of statistics, methods of sampling, summarizing data, pictures of data, counting techniques, measures of central tendency, measures of variation, measures of position, understanding probability, binomial and normal distributions, central limit theorem, confidence intervals, fundamentals of hypothesis testing for both one and two samples, ANOVA, linear regression, and a brief introduction to nonparametric statistics.
Prerequisite: MATH 1710

MATH 1520 STATISTICS II
3 Credits **3 Class Hours**
This course continues the study of statistics and focuses on techniques and applications for research and business. Hypothesis testing deals with inferences from two or more samples. Both parametric and comparable nonparametric tests are presented. The tests include dependent and independent tests, variance tests, proportion tests, chi-square tests, analysis of variance, several regression analyses, Wilcoxon tests, the sign test, and the Kruskal-Wallis test. Selecting the most appropriate test for specific research and business problems, analyzing the data, and interpreting the results are emphasized.
Prerequisite: MATH 1510

MATH 1610 FINITE MATHEMATICS
3 Credits **3 Class Hours**
This introduction to finite mathematics is intended for students studying Information Systems, Computer Network Technology, and Business Management. Topics covered include problem solving, set theory, logic, numeration systems, counting methods, and probability.
Prerequisite: DSPM 0850

MATH 1710 COLLEGE ALGEBRA (PRECALCULUS I)
3 Credits **3 Class Hours**
This course is a traditional college algebra course that is part of a two-course sequence designed to prepare students to succeed in the calculus series. This course will also give students the necessary background to complete courses in physics, engineering, and other mathematics/natural sciences areas. Topics include functions/inverses and their graphs, inequalities, factoring, radical expressions and equations, fractions, polynomials, rational exponents, linear equations and functions, quadratic equations and functions, polynomial functions, rational functions, exponential and logarithmic functions, complex numbers, matrices, determinants, systems of equations, and applications.
Prerequisite: DSPM 0850

MATH 1720 TRIGONOMETRY (PRECALCULUS II)
3 Credits **3 Class Hours**
This course is a college trigonometry course that is one of a two-course sequence designed to prepare students to succeed in the calculus series. The course will also give students the necessary background to complete courses in physics, engineering and other mathematics/natural sciences areas. Topics include the trigonometric functions of the general and acute angles, right and oblique triangles, related angles, degree/radian measure, trigonometric equations, inverse trigonometric functions, graphs of the trigonometric functions, identities, vectors, complex numbers in polar form, the polar coordinate system, conic sections, parametric equations, sequences, series (optional), and applications.
Prerequisite: DSPM 0850

MATH 1830 CALCULUS FOR BUSINESS/BIOLOGY
3 Credits **3 Class Hours**
A survey of limits, continuity, differentiation, and integration, with applications to business, economics, and biology. Topics include limits, continuity, related rates, maximum-minimum problems, exponential growth and decay, marginal functions, and supply and demand. Rules and techniques are emphasized.
Prerequisite: MATH 1710

MATH 1910 CALCULUS AND ANALYTIC GEOMETRY I
4 Credits **4 Class Hours**
This course is a study of selected topics in plane analytical geometry, function theory including limits and continuity, and the differential and integral calculus of algebraic and trigonometric functions of one independent variable. Applications to graphing, maxima and minima, related rates, and calculation of areas and volume are included.
Prerequisites: MATH 1710 and MATH 1720

MATH 1920 CALCULUS AND ANALYTIC GEOMETRY II
4 Credits **4 Class Hours**
This course is a continuation of MATH 1910 and includes a study of the differential and integral calculus of exponential and logarithmic functions of one independent variable. Topics include further applications of the definite integral, integration techniques, infinite series, parametric equations, and polar coordinates.
Prerequisite: MATH 1910

MATH 2010 LINEAR ALGEBRA/MATRIX ALGEBRA
3 Credits **3 Class Hours**
Topics covered in this course include matrices, determinants, vectors, vector spaces, systems of linear equations, and linear transformations.
Prerequisite: MATH 1920

MATH 2050 CALCULUS-BASED PROBABILITY AND STATISTICS
4 Credits **4 Class Hours**
This course is designed to provide students with the mathematical theory associated with many of the topics in statistics and probability. Topics include a review of descriptive statistics, basic concepts of probability, axioms of probability, probability as a tool of inference, discrete and continuous random variables, discrete univariate probability distributions, probability density functions, and distributions of functions of random variables.
Prerequisite: MATH 1920
Corequisite: MATH 2110

MATH 2110 CALCULUS AND ANALYTIC GEOMETRY III
4 Credits **4 Class Hours**
This course is a study of solid analytical geometry and the calculus of more than one independent variable. Topics include surfaces and curves in space, cylindrical and spherical coordinate systems, vectors and vector-valued functions, partial derivatives, multiple integrals, and applications of these topics.
Prerequisite: MATH 1920

MATH 2120 DIFFERENTIAL EQUATIONS
4 Credits **4 Class Hours**
Topics discussed include linear first-order differential equations, applications, homogeneous linear differential equations, second-order linear equations, systems of differential equations, and the Laplace Transform method.
Prerequisite: MATH 1920
Corequisite: MATH 2110

Manufacturing

MFG 1030 CONTROL SYSTEMS/ PROGRAMMABLE CONTROLLERS
4 Credits **3 Class Hours, 2 Laboratory Hours**
A study in the control of machinery utilizing electro-magnetic relays, ICís, programmable timers, programmable counters and programmable logic controllers. Converting relay logic controls into PLC programs will be emphasized. Industrial switches, position sensors, and transducers are included. Numbering systems will be included.
Prerequisite: DSPM 0850

MFG 1220 PRODUCTION, INVENTORY AND COST CONTROL
3 Credits **3 Class Hours**
Studies production planning based on sales forecasts, routing, scheduling, purchasing, dispatching, expediting, and inventory control.
Prerequisite: MATH 1510

MFG 1335 ADVANCED PLC PROGRAMMING
5 Credits **3 Class Hours, 3 Lab Hours**
Study in the applications of advanced PLC instructions. The course will cover shift register, bit and file manipulation, advanced logic and math instructions, remote I/Os, indirect addressing, communication to intelligent modules and developing diagnostic programs. Processor to processor communication is included.
Prerequisite: MFG 1120

MFG 1500 WORK MEASUREMENT/METHODS
3 Credits **2 Class Hours, 2 Laboratory Hours**
Studies the basic techniques and principles of stopwatch time study. The course includes continuous and snapback timing methods, performance rating, allowances, and normal/standard times. The course also includes methods of improvement using charts, motion study principles, and operations analysis.
Prerequisite: DSPR 0800 or equivalent skills

MFG 1900 STRENGTH OF MATERIALS/STATICS
4 Credits 3 Class Hours, 2 Laboratory Hours
Course covers the theory and application of engineering mechanics, basic quantities, units, force, position vectors, equivalents for systems, center of gravity, moments of inertia, and section modules. The course also studies internal stresses and deformation caused by externally applied loads to structural members.
Prerequisite: MATH 1085

MFG 2015 HYDRAULICS AND PNEUMATICS
4 Credits **3 Class Hours, 3 Laboratory Hours**
This course covers fluid mechanics with emphasis on the use of hydraulics and pneumatics for power transmission and control purposes. Basic theory and application covers the relationship between fluid flow and pressure, accumulators, actuators and the control of both fluid and air.
Prerequisite: MATH 1085

MFG 2040 PROGRAMMABLE MOTION CONTROLLERS
5 Credits **3 Class Hours, 3 Laboratory Hours**
Provides instruction in the operation of solid-state controls for rotating machinery, concentrating on programmable AC, DC drives, single and multi axis controllers, and stepping motor controllers. Studies in the control of pick and place and continuous path robots will be covered. G-codes for the programming of CNC equipment will be introduced. Encoders, tachometers, synchros, resolvers, accelerometers and motion transducers are included.
Prerequisite: MFG 1335

MFG 2050 GRAPHICAL MACHINE INTERFACES
3 Credits **2 Class Hours, 2 Laboratory Hours**
This course introduces the student to the graphical user interface as used in the industrial control applications. The student will learn to create and configure graphical operator interface panels using the Allen-Bradley Panel View and Microsoft Visual Basic programming language. The course will cover simple graphical pushbuttons up to the use of multiple screen graphic interfaces with data monitoring and analysis options.
Prerequisite: MFG 1335

MFG 2060 INDUSTRIAL COMMUNICATIONS
3 Credits **2 Class Hours, 2 Laboratory Hours**
This course introduces the student to data communication as used in the industrial environment. The course will cover the theoretical aspects of data communication such as bandwidth, channel capacities, error detection/correction, etc. The student will also learn through hands-on labs to set up and configure different types of networks. Topics include RS-232, RS485, Ethernet, fiber optics, wireless networks, and several proprietary industrial networks.
Prerequisite: MFG 1335

MFG 2110 PLANT LAYOUT AND MATERIAL HANDLING
3 Credits **2 Class Hours, 2 Laboratory Hours**
Designed to acquaint the student with the principles of plant layout and material handling using process charts, flow charts, activity relationships, and actual plant layout construction.
Prerequisite: MFG 1500

MFG 2120 ENGINEERING ECONOMY
3 Credits **3 Class Hours**
Studies economic alternative decision making using capital recovery, present cost, annual cost, and rate-of-return methods of analysis.
Prerequisite: MATH 1085

MFG 2130 INDUSTRIAL SAFETY/ERGONOMICS
3 Credits **3 Class Hours**
Studies occupational safety and ergonomics including OSHA requirements, right to know, hazardous materials communication, design for safety, personal protection equipment, and ergonomic considerations.
Prerequisite: MATH 1085

MFG 2140 PROGRAMMABLE PROCESS CONTROLLERS
3 Credits **2 Class Hours, 2 Laboratory Hours**
Course provides knowledge in closed-loop control systems and instrumentation. The course will concentrate on the modes of control and on the programming of intelligent controllers, PLC, and application software used in the industrial environment for process control. Studies in various process transducers for measurements of temperature, level, flow, etc. are included.

MFG 2150 COMPUTER INTEGRATED LAB
3 Credits **2 Class Hours, 3 Laboratory Hours**
The class will cover the integrating of intelligent controllers and devices into the manufacturing system. This will include PLC, robots, CNC machinery, and intelligent motion controllers. Trouble-shooting techniques will be covered.
Prerequisite: MFG 2060

MFG 2210 QUALITY CONTROL
3 Credits **2 Class Hours, 2 Laboratory Hours**
Introduces statistical quality control covering control charts for variables, control charts for attributes, and sampling. Reliability concepts and ISO 9000 topics are also covered.
Prerequisite: MATH 1510

MFG 2710 INTRODUCTION TO AUTOMATED SYSTEMS AND ROBOTS
4 Credits **3 Class Hours, 3 Laboratory Hours**
Introductory course in the terminology, development, status, and future trends of modern automated industrial systems, including robots. Class studies various training robots and three industrial robots. Students learn and use IBM AML/E programming language. Course introduces programmable controllers and automated systems integration. Safety considerations are an important part of this course.
Prerequisite: EET 1130

Marketing

MKT 1227 SALES TECHNIQUES
3 Credits **3 Class Hours**
Covers the fundamentals of selling, from the determination of the customer needs and wants to the close of the sale. Additional topics include buying motives, sales psychology, customer approaches, and sales strategies.
Prerequisites: DSPR 0800 and DSPW 0700 or equivalent skills

MKT 2220 MARKETING
3 Credits **3 Class Hours**
A survey course which presents information concerning the practices and basic principles of marketing from origin to the ultimate consumer. Emphasizes the marketing mix, buyer behavior, organization and planning, channels of distribution, and promotion.
Prerequisites: DSPR 0800 and DSPW 0700 or equivalent skills

MKT 2221 CONSUMER BEHAVIOR
3 Credits **3 Class Hours**
A study of how consumer behavior influences the marketing manager's decisions. Attention is given to physiological, psychological, social and environmental factors, decision-making processes that have an effect on the purchasing and use of goods and services by individual, household, business, and government customers are also included.
Prerequisites: DSPR 0800, DSPW 0700 or equivalent skills, and MKT 2220

Music Technology

MST 1110 FUNDAMENTALS OF MUSIC
3 Credits **3 Class Hours**
A basic course to teach the skills necessary for reading and writing music.

MST 1130 INTRO TO STUDIO RECORDING
3 Credits **2 Class Hours, 2 Laboratory Hours**
A basic introduction to the recording studio. Topics include microphones, tape machines, the recording console, signal processing, and recording techniques.

MST 1140 INTRO TO MIDI
3 Credits **2 Class Hours, 2 Laboratory Hours**
An introduction to basic MIDI (Musical Instrument Digital Interface) concepts and techniques.

MST 1210 THE BUSINESS OF MUSIC
3 Credits **3 Class Hours**
A general overview of how the music business operates. Topics include record companies, management, promotion, publicity, and radio. Also discusses employment opportunities.

MST 1220 SONGWRITING
3 Credits **3 Class Hours**
Topics include lyric and melody construction, working with music publishers and performance rights organizations. Professionally written songs and students' songs are analyzed in class.

MST 1230 ADVANCED STUDIO RECORDING
3 Credits **2 Class Hours, 2 Laboratory Hours**
Emphasizing hands on training in the recording studio. This course covers advanced topics including: digital audio, tape machine alignment, hard disk recording and editing, mixing, stereo microphone techniques, and the creative use of signal processors.
Prerequisite: MST 1130

MST 1240 DESKTOP DIGITAL AUDIO
3 Credits **2 Class Hours, 2 Laboratory Hours**
Studies the use of computers in recording, mixing, and editing digital audio. Topics include synchronization, software based processing, looping, and working with different file formats. Principles can be applied to music, dialog, or sound effects.

MST 1260 ADVANCED MIDI
3 Credits **2 Class Hours, 2 Laboratory Hours**
Course continues the study of MIDI and computers. Topics include sequencing, editing, and music production techniques.
Prerequisite: MST 1140

MST 1310 THE INTERNET FOR MUSICIANS
3 Credits **2 Class Hours, 2 Laboratory Hours**
Course explores the resources available to the musician on the Internet, from songwriting and recording to marketing and merchandising.

MST 1320 ADVANCED SONGWRITING
3 Credits **3 Class Hours**
Course continues the study of composing. Course also covers business practices for songwriters.
Prerequisite: MST 1220

MST 1330 STUDIO MAINTENANCE
3 Credits **2 Class Hours, 2 Laboratory Hours**
Course covers methods of achieving professional results when working with audio equipment. Topics include troubleshooting equipment problems, making cables, basic test equipment procedures, acoustical treatment, and creative problem solving.

MST 1340 MUSIC PUBLISHING
3 Credits **3 Class Hours**
An overview of how the music publishing industry operates. Course explores the pros and cons of self-publishing vs. professional publishing, starting your own publishing company, song plugging, and other topics.

Music

MUS 1010 MATERIALS OF MUSIC
3 Credits **3 Class Hours**
Students develop a proficiency in music notation and the basics of music theory, including keys, scales, simple chords, and practice in listening skills.

MUS 1014 CLASS VOICE I
1 Credit **1 Class Hour**
Students develop basic vocal skills such as breath control and tone production.

MUS 1020 FRESHMAN MUSIC THEORY I
3 Credits **3 Class Hours**
Students learn the grammar of music with emphasis on diatonic harmony, including the major and minor chords and their inversions, and part-writing.
Prerequisite: MUS 1010 and permission of instructor
Co-requisite: MUS 1025

MUS 1021 FRESHMAN MUSIC THEORY II
3 Credits **3 Class Hours**
Freshman theory, second semester, is a continuation of MUS 1020.
Prerequisite: MUS 1020
Co-requisite: MUS 1026

MUS 1025 AURAL SKILLS I
1 Credit **1 Class Hour**
Students develop ear-training skills, including sight-singing and music dictation.
Prerequisites: MUS 1010 or permission of instructor
Co-requisite: MUS 1020

MUS 1026 AURAL SKILLS I

1 Credit **1 Class Hour**
Continues the ear-training skills acquired in Aural Skills I.
Prerequisites: MUS 1025 and MUS 1020
Co-requisite: MUS 1021

MUS 1030 MUSIC APPRECIATION
3 Credits **3 Class Hours**
A survey of music from the Middle Ages, the Renaissance, the 18th and 19th centuries, and modern times. Folk music, popular music, world music, music theory, and cultural and historical influences are included.
Prerequisites: DSPW 0800 and DSPR 0800 or equivalent skills.
Note: MUS 1030 meets the requirement for a Humanities elective.

MUS 2020 SOPHOMORE MUSIC THEORY I
3 Credits **3 Class Hours**
Students learn the grammar of music with emphasis on chromatic harmony, modulation, 20th-century harmony, part-writing, and ear-training.
Prerequisite: MUS 1021

Office Administration

OAD 1000 BASIC KEYBOARDING
1 Credit **1 Class Hour**
Provides keyboarding instruction guided by a computer program. Students learn the alphabetic, numeric, and symbol keys using the touch system and learn to key straight copy material at a minimum of 25 words per minute for two minutes with six or fewer errors.

OAD 1010 RECORDS AND DATABASE MANAGEMENT USING ACCESS
4 Credits **4 Class Hours**
A hands-on, introductory course that provides experience using the basic functions of Access. Topics covered include creating tables, queries, forms, and reports. Students will design and create an original database for the office.
Prerequisite: DSPW 0700

OAD 1115 OFFICE REFERENCE MANUAL REVIEW
4 Credits **4 Class Hours**
To further develop the students' language skills and abilities to find information by completing exercises that require locating and applying rules related to English style, grammar, and usage. Also emphasized are techniques and procedures related to the preparation of letters, memos, reports, and manuscripts, as well as guidelines for dictation, transcription, editing, and proofreading.
Prerequisite: OAD 1120 or demonstrated equivalent skill

OAD 1120 KEYBOARDING/SPEEDBUILDING
4 Credits **4 Class Hours**
An introductory keyboarding course using computers with emphasis on technique, mastery of the keyboard, and speedbuilding. Students are guided through touch-typing and speedbuilding exercises with software that immediately calculates speed and accuracy. Also includes formatting of basic business documents.
Note: For students with keyboarding skills, a placement test can be taken.

OAD 1150 WEB PROJECTS USING FRONTPAGE®
3 Credits **3 Class Hours**
This course directs students through the development of a series of Web pages applying principles of Web design and layout using a Web development program as a tool. Topics include formatting, creating hyperlinks, bookmarks, tables, frames, shared borders and themes, assigning styles, and publishing.
Prerequisite: AIS 1010 or Department Head approval

OAD 1220 BEGINNING WORD PROCESSING USING WORD®
4 Credits **4 Class Hours**
A hands-on introductory course designed to present the basic functions of Word®.
Prerequisite: OAD 1120 or demonstrated equivalent skill

OAD 2230 ADVANCED WORD PROCESSING USING WORD®
4 Credits **4 Class Hours**
A continuation of OAD 1220 with emphasis on the advanced features of Word®.
Prerequisite: OAD 1220 with a grade of "C" or higher

OAD 2250 PRESENTATIONS USING POWERPOINT®
3 Credits **3 Class Hours**
An introductory course that provides hands-on experience creating computer-based electronic presentations using PowerPoint®. Students will be taught the techniques for using text, graphics, outlines, and clip art required to develop and make presentations on selected topics.
Prerequisites: OAD 1120 and AIS 1180

OAD 2260 SPREADSHEETS USING EXCEL®
3 Credits **3 Class Hours**
An introductory course that provides hands-on experience using the basic commands, formulas, functions, and graphs of Excel®. Applications commonly used in today's offices are included.

OAD 2400 OFFICE ACCOUNTING
4 Credits **4 Class Hours**
Acquaints the student with accounting procedures, accounting for cash, payroll accounting, end-of-period statements, adjusting, and closing procedures. Students complete a practice set related to their option, as well as a computerized accounting exercise.
Prerequisite: MATH 1075

OAD 2600 BEGINNING MEDICAL TRANSCRIPTION
4 Credits **4 Class Hours**
An introductory machine transcription course, which emphasizes medical terminology and reinforces the use of English language skills in the production of medical documents, including history and physical, x-ray, operative, consultant, autopsy, and other medical reports.
Prerequisites: OAD 1115 and BIOL 1000 recommended.

OAD 2610 ADVANCED MEDICAL TRANSCRIPTION
4 Credits **4 Class Hours**
An advanced machine transcription course with continued emphasis on medical terminology and the production of reports generated by 15 medical specialties in a hospital or clinical setting.
Prerequisite: OAD 2600

OAD 2620 MEDICAL OFFICE MANAGEMENT AND PROCEDURES
4 Credits **4 Class Hours**
Designed to acquaint the student with the responsibilities encountered by medical office personnel; including office organization and function; layout and equipment; and selection, training, and supervision of personnel. This course instructs the student in the proper preparation of medical and financial records, filing, billing, scheduling, and handling mail and telephones. Confidentiality and release of information will be studied.
Prerequisite: OAD 1120 or demonstrated equivalent skills

OAD 2630 ICD-CM CODING
4 Credits **4 Class Hours**
A study of the coding and classification of diseases, symptoms, operations, and procedures according to the International Classification of Diseases, Clinical Modification (ICD-9-CM).
Prerequisites: BIOL 1000 and BIOL 1004

OAD 2635 CPT CODING
3 Credits **3 Class Hours**
A study of the descriptive terms and identifying codes for reporting medical services and procedures according to the latest edition of Physicians' Current Procedural Terminology (CPT).
Prerequisites: BIOL 1000 and BIOL 1004

OAD 2650 MEDICAL INSURANCE
4 Credits **4 Class Hours**
Designed to instruct the student in insurance billing procedures. Instruction is given for completing Medicare, TennCare, Blue Cross/Blue Shield, Worker's Compensation, and other pertinent forms for third-party payers.
Prerequisites: BIOL 1000 and OAD 1120

OAD 2660 PHARMACOLOGY
2 Credits **2 Class Hours**
Designed to familiarize the student with generic and product names of a variety of medications, drug classifications, and general therapeutic applications.
Prerequisite: BIOL 1000

OAD 2700 ADMINISTRATIVE TRANSCRIPTION
4 Credits **4 Class Hours**
An introductory course that gives students practical experience in transcribing a variety of business documents. Special emphasis will be placed on punctuation, spelling, editing, and proofreading.
Prerequisites: OAD 1115 and OAD 1220

OAD 2810 INTEGRATED SOFTWARE APPLICATIONS
3 Credits **3 Class Hours**
This second-year advanced course emphasizes the integration of software skills. Students will complete office-related assignments using word processing, database, spreadsheet, and presentation software. E-mail management and calendar scheduling will also be covered. A comprehensive exam will be given at the end of the semester covering software skills and material from core courses.
Prerequisites: OAD 1010, OAD 2230, OAD 2260, and OAD 2250

OAD 2820 DESKTOP PUBLISHING USING WORD®
4 Credits **4 Class Hours**
Designed to teach students to produce documents on a microcomputer for publication or for the office using the desktop publishing features of Word®. Included in the course is a study of basic typography and page layout design.
Prerequisite: OAD 1230

OAD 2830 OFFICE MANAGEMENT AND PROCEDURES
4 Credits **4 Class Hours**
This course is designed to help students meet the challenges and opportunities facing today's office professional. Office procedure topics covered will include preparing and giving presentations, planning meetings, handling mail, filing, and writing business correspondence. Office management topics such as selection, training, and supervision of personnel as well as office organization will also be covered.
Prerequisites: OAD 1010, OAD 2230, OAD 2250, and OAD 2260

Occupational Therapy Assistant

OTT 1110 OCCUPATIONAL THERAPY THEORY AND PRACTICE I
3 Credits **2 Class Hours, 3 Laboratory Hours**
This course introduces the basic concepts of occupational therapy. Content includes history, philosophy, role delineation, ethics, cultural issues, standards of practice and professional associations. Occupational performance, the OT process, and documentation of OT services are emphasized. A fieldwork component allows exposure to the practice of OT in different settings.

OTT 1120 THERAPEUTIC ACTIVITIES I
3 Credits **2 Class Hours, 3 Laboratory Hours**
This course introduces the concept of activity as therapeutic, a variety of therapeutic techniques, adaptation of activities and activity analysis. It will present a variety of activities that can be used therapeutically with children, adults, and the elderly. Students will be introduced to setting up and maintaining equipment in a safe environment. Students will be encouraged to develop good problem solving skills through independent planning and research. This course will also present the guidelines for an effective teaching technique. Students will get the opportunity to develop team skills as team members.

OTT 1170 INTERPERSONAL AND GROUP SKILLS
3 Credits **3 Class Hours**
This course covers professional behaviors, interpersonal skills, and explores group process and skills needed to lead the therapeutic groups.

OTT 1230 HUMAN DEVELOPMENT
4 Credits **4 Class Hours**
Studies the physical (sensorimotor), cognitive/language, psychosocial, spiritual, and self-care behavior of the normal person from birth to death. Discusses the causes and results of an interruption in or interference with the developmental process.
Corequisite: OTT 1240

OTT 1240 THERAPEUTIC ACTIVITIES II
4 Credits **1 Class Hour, 8 Laboratory Hours**
This course provides an opportunity for skills development in self care, leisure and work which are appropriate to the skill developmental stage being presented simultaneously in human development from infancy through old age. Crafts, games, work activities, and life skills are emphasized. Provides opportunities for teaching, activity analysis, ordering and maintaining supplies and equipment. Level I Fieldwork integrates the course work with the pediatrics and geriatrics population. The role of the COTA with children and the role of the activity director will be emphasized.
Prerequisite: OTT 1120
Corequisite: OTT 1230

OTT 1260 KINESIOLOGY
3 Credits **2 Class Hours, 3 Laboratory Hours**
The kinetics of normal and abnormal human motion of the musculo-skeletal system will be discussed. Included are evaluation procedures for range of motion and functional muscle strength. Principles and techniques of body mechanics, transfers, and positioning will be addressed. Neuromotor treatment techniques for physical dysfunction are introduced.
Prerequisite: BIOL 2010 with lab

OTT 2110 OCCUPATIONAL THERAPY THEORY AND PRACTICE II
3 Credits
2 Class Hours, 3 Laboratory Hours
This course is a continuation of OTT 1110 with emphasis on the COTA roles and functions in aspects of the profession dealing with service management, functions, practical ethics, health care reform, emerging models of practice as well as the students preparation for Level II fieldwork and the future credentialing process. It provides an opportunity to integrate academic knowledge of occupational therapy functions in a Level I Fieldwork experience, emphasizing the role of the OTA in a Psychosocial, Physical Disability, and Pediatric School System or Developmental Disability Setting.
Prerequisites: OTT 1110, OTT 1170, OTT 1230, OTT 1240, and OTT 1260

OTT 2120 PSYCHOSOCIAL DYSFUNTION
3 Credits **3 Class Hours**
This course will examine normal and abnormal behavior. The major DSM IV diagnoses will be studies with emphasis on symptoms, behaviors, prognosis, drugs and medical/OT treatment. Psychiatric theorists, cultural influences and neurophysiological considerations will also be explored.
Prerequisites: OTT 1170, OTT 1230, and PSY 1111
Co requisite: OTT 2130

OTT 2130 TREATMENT OF PSYCHOSOCIAL DYSFUNCTION
4 Credits **3 Class Hours, 3 Laboratory Hours**
Coordinates the presentation of treatment rationale and application of therapeutic relationships and techniques with those diagnoses being presented in OTT 2120. The OTA treatment and management process for mental health settings are included. Laboratory experiences provide the students an opportunity to lead groups. Simulated treatment groups emphasize interpersonal relationships, value clarification, prevocational activities, communication and leisure skills.
Prerequisites: OTT 1110, OTT 1120, OTT 1170, OTT 1230, OTT 1240, and PSY 1111
Corequisite: OTT 2120

OTT 2140 PHYSICAL DYSFUNCTION
2 Credits **2 Class Hours**
Studies the physical disease processes, pathologies or disabilities commonly seen in occupational therapy.
Prerequisite: OTT 1260 Kinesiology
Corequisite: OTT 2150

OTT 2150 TREATMENT OF PHYSICAL DYSFUNCTION
5 Credits **4 Class Hours, 3 Laboratory Hours**
This course is designed to give the student basic competencies for treatment of physical dysfunction. Evaluation methods, broad aspects of treatment, treatment interventions, and treatment application – all tools for practice for occupational therapy assistants are included. This course will include lectures by the instructor, guest lecturers, demonstrations, field trips, films, class exercises, discussions, and independent readings.
Prerequisites: OTT 1110, OTT 1120, OTT 1170, OTT 1230, OTT 1240, OTT 1260
Corequisites: OTT 2110, OTT 2140

***OTT 2220 LEVEL II FIELDWORK – PSYCHOSOCIAL**
8 Credits **Equivalent of 8 Weeks Full time Clinical Experience**
Provides the OTA student with the opportunity to apply didactic learning and theory of occupational therapy in psychosocial dysfunction in a clinical or community setting under the supervision of a licensed OT practitioner. Academic and fieldwork educators collaborate on fieldwork objectives and experiences to ensure that the role and functions expected of an entry-level occupational therapy assistant are reinforced.
Prerequisite: All academic coursework and department head approval are required before taking Level II fieldwork courses. Student must maintain a "C" average and a satisfactory rating on the Professional Behaviors Competence Document before being approved for this experience.

OTT 2230* LEVEL II FIELDWORK – PSYCHOSOCIAL
8 Credits **Equivalent 8 Weeks Full time Clinical Experience**
Provides the OTA student with the opportunity to apply didactic learning and theory of occupational therapy in physical dysfunction in a clinical or community setting under the supervision of a licensed OT practitioner. Academic and fieldwork educators collaborate on fieldwork objectives and experiences to ensure that the role and functions expected of an entry-level occupational therapy assistant are reinforced.
Prerequisite: All academic coursework and department head approval are required before taking Level II fieldwork courses. Student must maintain a "C" average and a satisfactory rating on the Professional Behaviors Competence Document before being approved for this experience.

* LEVEL II FIELDWORK MAY BE IN A LOCATION OUTSIDE THE MIDDLE TENNESSEE AREA, REQUIRING THE STUDENT TO RELOCATE FOR ONE (8 WEEKS) OR BOTH (16 WEEKS) ASSIGNMENTS.

The NSCC OTA Program is accredited by the Accreditation Council of Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA) at 4720 Montgomery Lane, PO Box 31220, Bethesda, MD 20824-1220. Phone: 301-652-2682.

OTT 2240 FIELDWORK III
6 Credits **6 Class hours**
Provides OTA students with an optional experience in a clinical or community setting in which they have a special interest, e.g. geriatrics, pediatrics, or mental health practice. The NSCC fieldwork coordinator and fieldwork educator determine this assignment.
Prerequisites: OTT 2220, OTT 2230 and approval of department chair

OTT 2260 OCCUPATIONAL THERAPY RESEARCH PROJECT
1 Credit **1 Class Hour**
Provides an opportunity for an OTA student to pursue a special interest in the field of occupational therapy. The research project is determined by the OTA faculty and the student.
Prerequisite: permission of department chair

Physical Education

PHED 1010 INTRO TO HEALTH AND WELLNESS
3 Credits **3 Class Hours**
Introduces students to concepts and practices for developing and maintaining healthy lifestyles in order to achieve a balance for lifelong wellness including physiological, biological, and psychological processes. Students participate in health, nutrition, and fitness evaluations as well as identify general individual risk factors leading to an individualized wellness plan.

PHED 1030 WALKING
1 Credit **2 Class Hours**
Provides instruction and practice in maintaining physical fitness through walking. Students will also study the effects of walking on the body.

PHED 1060 WEIGHT TRAINING
1 Credit **2 Class Hours**
Presents various training programs with an emphasis on warm-ups, stretching, individual exercises, running, and the use of weight machines. Encourages the continuation and the self-discipline of exercise.

PHED 1070 PHYSICAL CONDITIONING
1 Credit **2 Class Hours**
Provides instruction and practice in maintaining personal physical fitness through strenuous exercise and aerobic activities. Students will also study the effects of exercise on the body.

PHED 1100 KARATE
1 Credit **2 Class Hours**
Provides instruction in the fundamental techniques of Isshinryu Karate as well as beginning katas, sparring, and self-defense.

PHED 1350 BICYCLING
1 Credit **2 Class Hours**
Introduces students to the skills of bicycling and provides them with practical experiences. Provides knowledge about fitness as it is related to bicycling activities.

PHED 1360 INTRODUCTION TO BOATING
1 Credit **2 Class Hours**
Provides an overview of boating as a life-long leisure activity. Topics include boating safety, chart reading, nautical rules of the road, etc. This course introduces students to major types of motorized and non-motorized boats in our region. Numerous activities outside the classroom will provide hands-on boating experience.

PHED 1420 INTERMEDIATE KARATE
1 Credit **2 Class Hours**
Provides instruction in the intermediate techniques of karate as well as intermediate katas, weapons, sparring, and self-defense.
Prerequisite: PHED 1100 or permission of the instructor

PHED 1640 TENNIS
1 Credit **2 Class Hours**
Provides instruction in the fundamental techniques of tennis: forehand, backhand, volley, and serve. Students will also study tennis rules and strategies.

PHED 1650 INTERMEDIATE TENNIS
1 Credit **2 Class Hours**
Provides instruction in the intermediate techniques of tennis: topspin and slice forehands and backhands, and the different kinds of serves. Students learn singles and doubles strategies, as well as the mental aspects of the game.
Prerequisite: PHED 1640 or permission of the instructor

PHED 2130 INTRODUCTION TO PHYSICAL EDUCATION
3 Credits **3 Class Hours**
Provides instruction in the history and principles of physical education as they relate to selected physical activities.

PHED 2310 COMMUNITY HEALTH
3 Credits **3 Class Hours**
Focuses on community health issues.

Philosophy

PHIL 1000 CRITICAL THINKING AND PROBLEM-SOLVING
3 Credit Hours **3 Class Hours**
Introduces elements of critical thinking as a cognitive process and applies thinking abilities and problem-solving skills to issues and concepts drawn from academics, current events, and life experiences.
Prerequisites: DSPW 0800 and DSPR 0800 or demonstrated skills
Note: PHIL 1000 meets the requirement for a Humanities elective.

PHIL 1030 INTRODUCTION TO PHILOSOPHY
3 Credit Hours **Honors Section Offered** **3 Class Hours**
Introduces students to the historical roots and basic problems of philosophy. Includes exposure to metaphysics, epistemology, and value theory (ethics, aesthetics, social/political philosophy) along with the major figures of Western philosophy.
Prerequisites: DSPW 0800 and DSPR 0800 or demonstrated skills
Note: PHIL 1030 meets the requirement for a Humanities elective.

PHIL 1111 INTRODUCTION TO ETHICS
3 Credits **Honors Section Offered** **3 Class Hours**
Introduces the study of moral reasoning and judgment; defines the meaning and importance of individual and social morality in human life; discusses the major systems of ethical theory (ethics of virtue, ethics of duty); and applies ethical theory to the study of such moral problems as sexual morality, pornography, abortion, euthanasia, capital punishment, and job discrimination.
Prerequisites: DSPW 0800 and DSPR 0800 or equivalent skills
Note: PHIL 1111 meets the requirement for a Humanities elective.

PHIL 2021 PHILOSOPHY IN MOVIES
3 Credits **3 Class Hours**
Explores philosophical themes running through movies. Students will view films and discuss philosophical issues underlying the dramatic action in films. Students will acquire a deeper philosophical understanding and intellectual appreciation for philosophy as well as film.
Prerequisites: DSPW 0800 and DSPR 0800 or demonstrated skills

PHIL 2300 ETHICS IN MEDICINE
3 Credits **3 Class Hours**
The course will offer an opportunity to reflect on particular moral and conceptual issues suffusing the practice of health care professionals. Students will become acquainted with representative instances of actual clinical situations generating moral concerns and will also learn how to address these dilemmas with the assistance of philosophical reflection.
Prerequisites: DSPW 0800 and DSPR 0800 or demonstrated skills

Photography

PHO 1110 BASIC PHOTOGRAPHY
3 Credits **3 Class Hours**
Introduces the operation of a 35mm camera. Topics include camera controls, films, composition, lenses, flash, exposure, light meters, filters, close-up, special effects, and a basic introduction to studio lighting. Emphasis is on color photography.

PHO 1115 PHOTOGRAPHIC VISUAL PRINCIPLES
3 Credits **3 Class Hours**
Presents an overview of the ways we see, use, and communicate with photography. Topics include sensory perception, work of historically significant and contemporary photographers, uses of photography in media and advertising, visual ethics, and new imaging technologies.

PHO 1170 BUSINESS OF PHOTOGRAPHY
3 Credits **3 Class Hours**
This course covers everything one needs to know to start a photography business. Topics include business licensing, marketing, estimating jobs, copyrighting, tax laws and deductions, stock photography, location scouting, and props. Upon successful completion of the course, students should be able to successfully launch a new business.

PHO 1210 BLACK-AND-WHITE PHOTOGRAPHY I
3 Credits **2 Class Hours, 2 Laboratory Hours**
Introduces students to basic black and white photography with an emphasis on exposure, film processing and printing. Students strengthen compositions and the aesthetics of their work through assignments, in class critiques and by studying black and white photography as an art form.
Prerequisite or corequisite: PHO 1110 or equivalent experience

PHO 1230 COLOR LAB TECHNIQUES I
3 Credits **2 Class Hours, 2 Laboratory Hours**
Introduces color printing, which includes both broad printing areas: printing from a color negative and printing directly from a color slide.
Prerequisite: PHO 1210

PHO 1240 STUDIO AND LIGHTING TECHNIQUES
3 Credits **2 Class Hours, 2 Laboratory Hours**
Provides an in-depth study of studio lighting with an emphasis on medium- to large- format cameras. Topics include tungsten and studio flash lighting, camera movements, lenses, exposure calculations, and commercial view camera applications.
Prerequisite: PHO 1110

PHO 1270 PORTFOLIO PRACTICUM
3 Credits **2 Class Hours, 2 Laboratory Hours**
Provides instruction in the development of professional portfolio and resumé. Emphasizes portfolio design and presentation. Includes guest speakers from the photographic community and tours of related businesses.
Prerequisites: PHO 1110, PHO 1210, PHO 1230, and PHO 1240

PHO 1310 BLACK-AND-WHITE PHOTOGRAPHY II
3 Credits **2 Class Hours, 2 Laboratory Hours**
Builds on the foundation of Black and White I with an emphasis on a final portfolio of quality prints. This class covers advanced exposure methods and printing techniques and includes such topics as archival printing, toning, alternative printing processes and print presentation.
Prerequisite: PHO 1210

PHO 1320 COLOR LAB TECHNIQUES II
3 Credits **2 Class Hours, 2 Laboratory Hours**
Gives students hands-on experience in various color processes. Topics include C-41 film process, internegatives, Polaroid techniques, and quality custom printing techniques.
Prerequisite: PHO 1230

PHO 1350 ADVANCED STUDIO & LIGHTING TECHNIQUES
3 Credits **2 Class Hours, 2 Laboratory Hours**
An advanced course in large format photography. Covers the mechanics of the camera including swings, tilts, perspective, and lenses. Topics include lighting, table top photography, and architectural photography using a 4x5 camera.
Prerequisites: PHO 1110 and PHO 1240

PHO 1410 NATURE PHOTOGRAPHY TECHNIQUES
3 Credits **2 Class Hours, 2 Laboratory Hours**
This class focuses on field techniques in nature photography and includes topics such as use of natural light, composition, and close-up photography. Students will learn how to use their own equipment effectively, how to set up successful photographs, and how to critique their own work. Each meeting consists of a field session and a classroom session. Photo sites are in Nashville and the surrounding area.
Prerequisite: PHO 1110 or permission from department chair

PHO 1430 PORTRAIT AND WEDDING TECHNIQUES
3 Credits **3 Class Hours**
Covers all aspects of portrait and wedding techniques: equipment, outdoor and studio lighting, films, client relationship, and the business aspects of both portrait and wedding photography.
Prerequisite: PHO 1110

PHO 1440 MEDICAL PHOTOGRAPHY TECHNIQUES
3 Credits **3 Class Hours**
Introduces the techniques of medical photography by concentrating on the specific approaches used in medical illustration, preparing slides, and copying.
Prerequisite: PHO 1110

PHO 1450 INDIVIDUAL STUDY
3 Credits **1 Class Hour, 6 Laboratory Hours**
Allows the advanced student time for an in-depth exploration of still photography.
Prerequisites: All 1100 and 1200 level Photography courses.
Approval by department chair according to availability of lab/studio space.

PHO 1460 OPEN DARKROOM
3 Credits **2 Class Hours, 2 Laboratory Hours**
Gives intermediate and advanced students practice and experimentation time in the color lab.
Prerequisite: PHO 1110
Corequisites: PHO 1210, PHO 1230

PHO 1470 PHOTOJOURNALISM
3 Credits **2 Class Hours, 2 Laboratory Hours**
Covers all aspects of photojournalism. Emphasizes techniques and equipment needed for shooting for publication as well as the skills needed for visual communication.
Prerequisite: PHO 1110, PHO 1210

PHO 1490 DIGITAL PHOTOGRAPHY
3 Credits **2 Class Hours, 2 Laboratory Hours**
A hands-on course which introduces students to the world of digital photography. Instruction concentrates on three major components: 1) digital capture (use of camera), 2) color management, and 3) creative expression. A limited number of digital cameras are provided for in-class use.
Prerequisite: PHO 1110 or permission from department chair

Physics

PHYS 1015 APPLIED PHYSICS I
4 Credits **3 Class Hours, 3 Laboratory Hours**
An introductory algebra/trigonometry-based course in the principles and applications of the mechanics of non-deformable bodies, elasticity, fluids, and heat that emphasizes technical applications.
Prerequisite: MATH 1045

PHYS 1025 APPLIED PHYSICS II
4 Credits **3 Class Hours, 3 Laboratory Hours**
An introductory algebra/trigonometry-based course in the principles and applications of wave motion, sound, light and optics, electricity and magnetism, and the elements of modern physics that emphasizes technical applications
Prerequisite: PHYS 1015

PHYS 1115 BASIC PHYSICS
3 Credits **3 Class Hours**
An introductory course for students having little or no background in physics. Students are introduced to a variety of topics including motion, energy, fluids, electric circuits, optics, and waves. Intended to prepare engineering technology students to be successful in PHYS 2010 and 2020 and to provide a physical science elective without a laboratory for all students. Course does not transfer.
Prerequisite: Two years of high school algebra

PHYS 2010 NON-CALCULUS-BASED PHYSICS I
4 Credits **3 Class Hours, 3 Laboratory Hours**
An algebra/trigonometry-based course in the concepts and principles of the mechanics of non-deformable bodies, fluids, and heat.
Prerequisite: MATH 1045 or MATH 1710-1720

PHYS 2020 NON-CALCULUS-BASED PHYSICS II
4 Credits **3 Class Hours, 3 Laboratory Hours**
An algebra/trigonometry-based course in the concepts and principles of wave motion, sound, electricity and magnetism, light and optics, and elements of modern physics.
Prerequisite: PHYS 2010

PHYS 2110 CALCULUS-BASED PHYSICS I
4 Credits **3 Class Hours, 3 Laboratory Hours**
A calculus-based course in the concepts and principles of mechanics, fluids, heat, and thermodynamics. This course is intended to serve students who plan to major in science or engineering at the four-year college level.
Prerequisite: MATH 1910

PHYS 2120 CALCULUS-BASED PHYSICS II
4 Credits **3 Class Hours, 3 Laboratory Hours**
A calculus-based course in the concepts and principles of wave motion, sound, electricity and magnetism, light and optics, and the elements of modern physics. This course is intended to serve students who plan to major in science or engineering at the four-year college level.
Prerequisite: PHYS 2110

Political Science

POLI 1111 POLITICAL SCIENCE
3 Credits **3 Class Hours**
Introduces the comparative theories, systems, processes, and institutions of world government.
Prerequisites: DSPW 0800 and DSPR 0800 or equivalent skills
NOTE: POLI 1111 meets the requirements for a Social Science elective.

Physical Sciences

PSCI 1030 SURVEY OF PHYSICAL SCIENCE
4 Credits **3 Class Hours, 3 Laboratory Hours**
This course is a conceptual introduction to physical science using a minimum of mathematics. Topics discussed include Newtonian mechanics, gravitation, waves, sound, electricity, magnetism, heat and optics, and an introduction to modern physics.
Prerequisites: DSPR 0800 and DSPM 0800

Law Enforcement

PST 1000 INTRODUCTION TO CRIMINAL JUSTICE
3 Credits **3 Class Hours**
Studies the administration of criminal justice and its purposes, goals, and functions. Covers evaluation of law enforcement responsibilities, techniques, and methods of how police patrol is conducted. Students are provided with a basic understanding of the criminal justice components, including history of law enforcement; DUI enforcement; officer survival; police corruption; sects, cults, and deviant movements; police administration; firearms; and defensive tactics.

PST 1005 INTRODUCTION TO CRIMINOLOGY
3 Credits **3 Class Hours**
Studies societal problems including deviant behavior, its causes, patterns, treatment, and prevention.

PST 1010 CRIMINAL LAW AND PROCEDURE
3 Credits **3 Class Hours**
Provides a study of trial procedures, a history of constitutional rights, rules of evidence admissibility, types of evidence, and laws of arrest, search, and seizure.

PST 1015 SURVEY OF CORRECTIONS INSTITUTIONS
3 Credits **3 Class Hours**
Introduces students to the concepts and practices of administration operation and management of modern correctional institutions for juveniles and adults.

PST 1020 POLICE ADMINISTRATION
3 Credits **3 Class Hours**
Studies the principles of organization and personnel management functions of the police agency. Topics include policy procedures, operational duties and commands, and evaluation of the research, planning, and development processes.

PST 1025 COMMUNITY-BASED CORRECTIONS
3 Credits **3 Class Hours**
Focuses on alternatives to criminal incarceration including diversion programs such as pre-trial intervention, substitutes for jail, short-term treatment, and deferred prosecution programs. Studies the various aspects of resocialization and reintegration into the community.

PST 1030 CRIMINAL EVIDENCE
3 Credits **3 Class Hours**
Develops an understanding of the types, proper treatment, and disposition of criminal evidence. Also studies the problems of admissibility in court proceedings. Other topics include rules for obtaining the evidence, types of evidence, principles of exclusion, evaluation and examination of the evidence, proof, competence of witnesses, hearsay rule, opinion, pre-trial discovery, and testimony in court.
Prerequisite: PST 1010

PST 1035 LAW ENFORCEMENT REPORT WRITING
3 Credits **3 Class Hours**
This course of instruction deals with the objectives of effective police report preparation as it specifically pertains to law enforcement. The student will be instructed in how to present information in an organized, clear and chronological manner. The three categories of law enforcement documents, incident, administrative, and affidavit will be covered extensively.

PST 1040 DEFENSIVE TACTICS
3 Credits **3 Class Hours**
Introduces students to a complete basic police defensive tactics system through physical practice of uncomplicated movements and control of distance. Basic defensive tactics include hand and foot strikes, pressure points, control tactics, impact weapons, handcuffing techniques and use-of-force plans to include various policies on deadly force. Mental conditioning for survival and use-of-force continuum are presented.

PST 1050 TACTICAL SHOTGUN
3 Credits **3 Class Hours**
Develops the student's knowledge and operating skills of "tactical response shotgun." Special emphasis is placed on safety, gun handling, ammo selection, position shooting, marksmanship, and tactical movement. Upon completion, the student will be able to explain and demonstrate the safe and proper use of the "tactical shotgun" and have a working knowledge of weapon function, ammunition selection, shotgun wounding characteristics, various applied shotgun techniques, and basic mechanical troubleshooting for the shotgun.

PST 1060 BASIC SURVEILLANCE TECHNIQUES
3 Credits **3 Class Hours**
Examines basic police surveillance and counter-surveillance procedures and methods, including foot and vehicle; one-, two- and three-person or ABC surveillance; aerial platform; and electronic and stationary surveillance operations. Hands on training includes these topics: definition and history of surveillance, four basic methods of surveillance, foot surveillance operations, vehicle surveillance procedures, stationary surveillance methods, aerial platform surveillance, counter-surveillance operations, detecting and eluding surveillance operatives, and presentation of surveillance evidence in court.

PST 1070 OFFICER SURVIVAL
3 Credits **3 Class Hours**
Studies the basics of police work needed to survive both mentally and physically. The student gains an understanding of basic officer survival tactics and techniques and will be able to explain and demonstrate proper survival techniques used during field interviews, unknown risk calls, and traffic stops. Also provides a working knowledge of survival skills used during domestic calls, crimes in progress, and high risk traffic stops.

PST 1080 INTERVIEWING AND INTERROGATION TECHNIQUES
3 Credits **3 Class Hours**
Provides a study of the techniques utilized in interviewing victims, witnesses, and subjects of interrogations. Topics include preparation and strategy, legal aspects, interpretation of verbal and physical behavior, causes of denial, interviewing, establishing credibility, reducing resistance, obtaining the admission, and the use of video equipment.

PST 1085 BASIC FINGERPRINTING AND PATTERN IDENTIFICATION
3 Credits **3 Class Hours**
This course of instruction is a study of ridge pattern identification and the physical aspects of fingerprints. This instruction is the basis for developing techniques for the taking of presentable and classifiable inked impressions. A good portion of this course is hands-on application of these techniques.

PST 1090 TRAFFIC ACCIDENT INVESTIGATION
3 Credits **3 Class Hours**
Studies traffic collisions using scientific methods of vehicle speed calculation, timed distance speed, report writing, and diagramming. Explores the legal, statistical, and professional aspects of this interesting field. Includes dynamic vehicle experiments and practical exercises in gathering facts for traffic investigators.

PST 1095 TACTICAL TALK AND INTERVIEW TECHNIQUES
3 Credits **3 Class Hours**
Tactical Talk is an interpersonal communications course for police officers. The course is designed to give officers the necessary tools to successfully diffuse verbal confrontations as well as persuade contacts to obey legal and lawful orders. The goals, objectives, and visions of law enforcement will be discussed. One section includes field interviewing techniques and neurolinguistics.

PST 2000 DRUG IDENTIFICATION AND EFFECTS
3 Credits **3 Class Hours**
Provides students with the fundamentals for identifying both the appearance and effects of controlled substances. Students receive guides to controlled substances: their color, trade names, and drug codes. Gives critical examination of the physiological, sociological, psychological, and legal aspects of drug abuse and many complexities that have developed as a direct or indirect result of their abuse in our society.

PST 2005 CONSTITUTIONAL RIGHTS OF PRISONERS
3 Credits **3 Class Hours**
Studies the legal rights of prisoners including constitutional amendment rights, legal advice and counsel, civil rights, equal protection of the laws, and disciplinary proceedings.

PST 2010 CRIMINAL INVESTIGATION
3 Credits **3 Class Hours**
Studies the fundamentals of criminal investigation including crime scene search and recording; collection and preservation of evidence; a survey of related forensic science; interviews and interrogations; and methods of surveillance. Techniques of case preparation and presenting the case to court are also studied.

PST 2015 CORRECTIONAL MANAGEMENT
3 Credits **3 Class Hours**
Examines the organizational structure, training techniques, and roles of correctional administrators including supervision and a study of non-traditional procedures such as community-based programs.

PST 2020 POLICE FIREARMS
3 Credits **3 Class Hours**
Introduces students to police combat firearms training, firearms tactics, deadly force policies and shoot/don't shoot decisions. Course also covers practical, safe operation and firing of handguns. Students learn how to safely operate and fire a handgun and make use-of-force decisions in firearms. Students must furnish weapons and ammunition.

PST 2025 PROBATIONS, PARDONS, AND PAROLE
3 Credits **3 Class Hours**
Provides a study of the functions and duties of a probation and/or parole officer with emphasis on the historical aspects, philosophies and standards associated with probation, pardon, and parole.

PST 2030 SEMINAR IN POLICE SCIENCE TECHNOLOGY
3 Credits **3 Class Hours**
Provides an opportunity for Police Science Technology students to study the role of law enforcement and corrections in a seminar setting. Also includes off-campus experiences, which involve supervised field activities, field site visits, and extensive research activities.

PST 2035 JUVENILE PROCEDURES
3 Credits **3 Class Hours**
Introduces students to the concepts of youth crimes and techniques practiced by police and courts in prevention and control. Studies the development and trends in juvenile court procedures.

PST 2045 INTRODUCTION TO CRIMINALISTICS
3 Credits **3 Class Hours**
The scientific evaluation of physical evidence in the crime lab; firearms examination, comparative micrography, toxicology, serology, polygraph, and microanalysis of hair, fiber, paint, and glass; and legal photography applications.

PST 2050 POLICE TACTICAL TRAINING (SWAT)
3 Credits **3 Class Hours**
Provides an overview of the historical development of special weapons and tactical teams. Techniques of urban and rural movements are discussed and practiced. Breaching techniques and forced entry methods are also covered. Methods of surreptitious and dynamic entry and clearing and hostage rescue are practiced with tactical diagramming and aid planning.

PST 2055 GANGS, CULTS, DEVIANT MOVEMENTS
3 Credits **3 CLass Hours**
Acquaints the student with the gang problems in the United States, precepts, and current philosophies of Paganism, Neo-Paganism, Witchcraft, Satanism, Santeria, and Brujeria. Examines ceremonial and magical rituals, signs, symbols, secret alphabets, ritualized abuse, and Cult-Occult crime investigation. Explores psychological and sociological effects of media on adolescents.

PST 2060 EVIDENCE PHOTOGRAPHY
3 Credits **3 Class Hours**
Studies photographic aspects used in criminal investigation with emphasis on types of cameras and lighting for purpose of recording evidence.

PST 2065 PREVENTION AND CONTROL OF CRIME
3 Credits **3 Class Hours**
Studies the police function as it pertains to the analysis of crime prevention and control. The course will cover the major problems and needs of police agencies to fulfill their roles within the criminal justice system.

PST 2070 BUSINESS AND INDUSTRIAL SECURITY
3 Credits **3 Class Hours**
Studies the functions and concepts of security personnel forces of industrial plants, airports, hospitals, and commercial stores.

Psychology

PSYC 1111 INTRODUCTION TO PSYCHOLOGY
3 Credits **Honors Section Offered** **3 Class Hours**
Introduces the fundamentals of human behavior. Major topics include biological bases of behavior, sensation and perception, motivation, learning and memory, maturation and development, personality, and social psychology. After completing this course, the student should be able to utilize basic psychological principles to achieve a better understanding of self and others.
Prerequisites: DSPW 0800 and DSPR 0800 or equivalent skills
Note: PSYC 1111 meets the requirement for a Social Science elective.

PSYC 1115 PSYCHOLOGY OF ADJUSTMENT
3 Credits **Honors Section Offered** **3 Class Hours**
Studies personal and social adjustment in modern society. Topics include maturing self-concept, healthy interpersonal relationships, constructive management of emotion and stress, and prevention of maladjustment.
Prerequisites: DSPW 0800 and DSPR 0800 or equivalent skills
Note: PSYC 1115 meets the requirement for a Social Science elective.

PSYC 2111 PSYCHOLOGY OF HUMAN GROWTH AND DEVELOPMENT
3 Credits **Honors Section Offered** **3 Class Hours**
Survey of the biological and environmental factors influencing the physical, intellectual, social, emotional, and language development from birth until death. Explores causes and results of interruption in or interference with the developmental process.
Prerequisites: DSPW 0800 and DSPR 0800 or equivalent skills
Note: PSYC 2111 meets the requirement for a Social Science elective.

PSYC 2113 SOCIAL PSYCHOLOGY
3 Credits **3 Class Hours**
Studies the individual in society. Explores topics of social behavior: conformity, interpersonal relationships, perceptions, prejudice, altruism, aggression, and attitude formation. (This course is the same as SOCI 2113.)
Prerequisites: DSPW 0800 and DSPR 0800 or equivalent skills
Note: PSYC 2113 meets the requirement for a Social Science elective.

PSYC 2120 CHILD DEVELOPMENT
3 Credits **3 Class Hours**
This course looks at children from a developmental perspective and how children change as a result of age and experience. The underlying themes serving as a basis for this course include: the interplay of biology, experience, and current level of development; how early experiences affect later development; and self development.
Prerequisites: DSPW 0800 and DSPR 0800 or equivalent skills
Note: PSYC 2120 meets the requirement for a Social Science elective.

Sociology

SOCI 1111 INTRODUCTION TO SOCIOLOGY
3 Credits **Honors Section Offered** **3 Class Hours**
Introduces the study of society, social groups, and social interaction. Topics include culture and society, socialization, social stratification, minorities, education, religion, and social change.
Prerequisites: DSPW 0800 and DSPR 0800 or equivalent skills
Note: SOCI 1111 meets the requirement for a Social Science elective.

SOCI 1112 SOCIAL PROBLEMS
3 Credits **3 Class Hours**
Focuses on issues and topics identified as social problems in American society, such as crime, drug and alcohol abuse, environment, changing family and gender relationships, poverty, and violence.
Prerequisites: DSPW 0800 and DSPR 0800 or equivalent skills
Note: SOCI 1112 meets the requirement for a Social Science elective.

SOCI 1120 INTRODUCTION TO CULTURAL ANTHROPOLOGY
3 Credits **3 Class Hours**
Introduces the study of human culture. Focuses on human adaptation and diversity, development and variety of economic, political, religious, family, and expressive institutions.
Prerequisites: DSPW 0800 and DSPR 0800 or equivalent skills
Note: SOCI 1120 meets the requirement for a Social Science elective.

SOCI 2112 MARRIAGE AND FAMILY
3 Credits **3 Class Hours**
Studies the social, cultural, and personal factors relating to mate selection and family life. Assists students in understanding the values, marriages, and families of contemporary America. Topics include human intimacy, family relations through the life cycle, kinship, child rearing, sources of strain and violence, and sources of bonding in family life.
Prerequisites: DSPW 0800 and DSPR 0800 or equivalent skills
Note: SOCI 2112 satisfies the requirement for a Social Science elective.

SOCI 2113 SOCIAL PSYCHOLOGY
3 Credits **3 Class Hours**
Studies the individual in society. Explores topics of social behavior: conformity, interpersonal relationships, perceptions, prejudice, altruism, aggression, and attitude formation. (This course is the same as PSYC 2113.)
Prerequisites: DSPW 0800 and DSPR 0800 or equivalent skills
Note: SOCI 2113 meets the requirement for a Social Science elective.

Social Services

SOCS 1010 INTRODUCTION TO SOCIAL SERVICES
3 Credits **3 Class Hours**
An introduction and orientation to the field of social services. The course focuses on professional values and ethics, on the diverse population groups served, and on the historical development and present structure of social services. Agency related field experience required.

SOCS 1020 HUMAN BEHAVIOR IN THE SOCIAL ENVIRONMENT
3 Credits **3 Class Hours**
A study of human motivation and the impact of the social environment on human behavior as well as the development of the socialization skills and coping mechanisms necessary for effectively functioning in social contexts.

SOCS 2010 SOCIAL SERVICES FOR CHILDREN AND YOUTH
3 Credits **3 Class Hours**
Examines the special needs of children and youth and the social services that are available to meet those needs.

SOCS 2015 SOCIAL SERVICES FOR SPECIAL POPULATIONS
3 Credits **3 Class Hours**
Examines the special needs of women, minorities, the elderly and other vulnerable populations, and the social services that are available to meet those needs.

SOCS 2020 THEORIES AND METHODS OF SOCIAL SERVICE PRACTICE
3 Credits **3 Class Hours**
The theories, methods, and skills of professional practice, including adversarial, conciliatory, developmental, and restorative processes. Emphasis on the team approach to and techniques of casework with individuals and groups.
Prerequisite: SOCS 1010

SOCS 2025 SURVEY OF COUNSELING THEORIES
3 Credits **3 Class Hours**
A comparative analysis of the major theoretical approaches to the practice of counseling and psychotherapy including psychodynamic, behavioral, cognitive behavioral, gestalt, transactional analysis, and rational emotive and family systems therapy.

SOCS 2030 VIOLENCE AND CONFLICT
3 Credits **3 Class Hours**
Studies the causes and consequences of violent conflicts between individuals and groups, and conflict resolution techniques.

SOCS 2035 ALCOHOL AND DRUG ABUSE
3 Credits **3 Class Hours**
Social issues involved in alcohol and drug abuse and the assessment of sociological theories of alcohol and drug abuse, its prevention, and remediation.

SOCS 2045 FAMILY SYSTEMS
3 Credits **3 Class Hours**
An examination of the interpersonal interaction patterns existing in families and of the problems experienced by families in contemporary American society. Special emphasis is given to examining emotional and physical abuse, drug and alcohol addiction, alternative life styles, and changing gender roles.

SOCS 2060 FIELD PRACTICUM
5 Credits **5 Class Hours**
Course is designed to provide students with direct professional experience in the field of social services. Students complete a minimum of 150 clock hours of field work in a social service agency approved by the Department and will be supervised by both an on-site mentor and a college practicum supervisor. Students are also required to attend all scheduled seminar meetings.
Pre-requisites: Completion of 30 Hrs. of Major Core Courses or permission of instructor.

Spanish

SPAN 1010 SPANISH I
3 Credits **3 Class Hours**
Develops the student's ability to use Spanish. Students develop proficiency in hearing, speaking, reading, and writing elementary Spanish.
Prerequisites: DSPW 0800 and DSPR 0800 or equivalent skills

SPAN 1020 SPANISH II
3 Credits **3 Class Hours**
Refines the student's ability to use Spanish. Students improve proficiency in hearing, speaking, reading, and writing elementary Spanish.
Prerequisite: SPAN 1010 or permission of instructor

SPAN 2010 SPANISH III
3 Credits **3 Class Hours**
Develops further the student's knowledge of Spanish. Students build aural comprehension skills and speaking ability, write compositions, and study Spanish literature and Hispanic culture.
Prerequisite: SPAN 1020 or permission of instructor

SPAN 2020 SPANISH IV
3 Credits **3 Class Hours**
The culmination of the four semester hour introductory Spanish sequence. Students increase aural comprehension skills and speaking ability, expand their compositions, and broaden their study of Hispanic literature.
Prerequisite: SPAN 2010 or permission of instructor

SPAN 2025 CONVERSATIONAL SPANISH
2 Credits **2 Class Hours**
Students practice the grammar and vocabulary acquired in previous Spanish courses by focusing on listening and speaking skills. Students will be able to talk about a variety of subjects, both social and academic, and be able to express and defend their opinions.
Prerequisite: SPAN 2020 or permission of instructor

Speech and Communications

SPCH 1010 SPEECH

3 Credits **3 Class Hours**

Introduces students to the fundamentals of speech. Impromptu speeches, extemporaneous speeches (both informative and persuasive), and a problem-solving persuasive presentation give students experience in oral communication.

Prerequisite: ENGL 1010

SPCH 1112 FUNDAMENTALS OF SPEECH COMMUNICATION

3 Credits **3 Class Hours**

Explores aspects of communication in various contexts: interpersonal, small group, and public speaking. Practical applications allow students to improve their understanding of and enhance their skills in communication.

Prerequisite: ENGL 1010

SPCH 2111 INTERPERSONAL SKILLS

3 Credits **3 Class Hours**

Increases students' understanding of competent interpersonal communication behaviors. Various communication principles and theories are covered. (This course may be substituted for OTT 1170.)

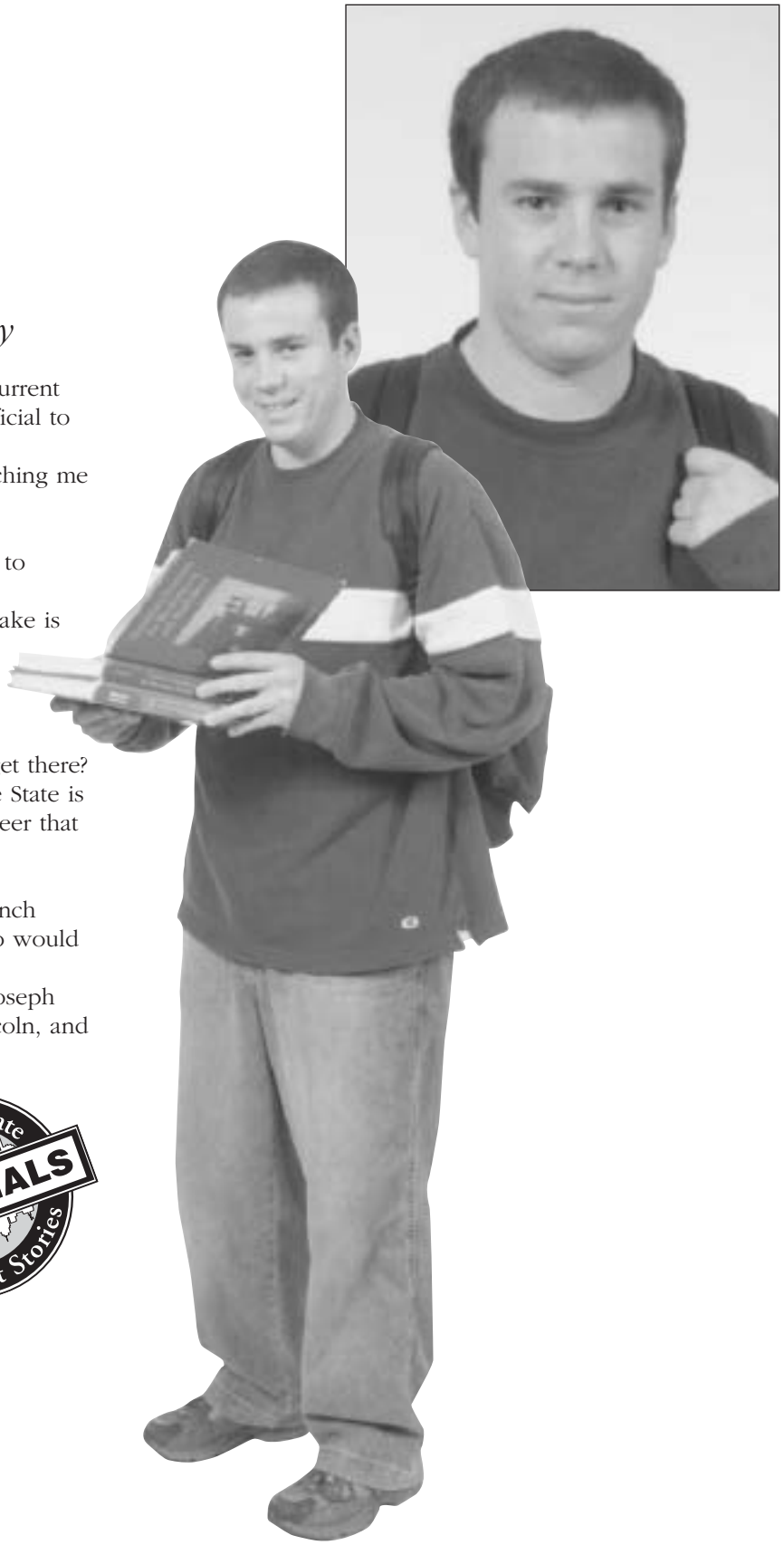
Prerequisite: ENGL 1010

SPCH 2215 VOICE AND DICTION

3 Credits **3 Class Hours**

A detailed study of individual speech patterns. Students will develop self-confidence, articulate speech, and effective voice quality through knowledge of the vocal mechanism. Designed to improve speech patterns through applications of vocal mechanics and appropriate diction techniques.

Prerequisite: ENGL 1010



Rick, *Engineering Technology*

Q: In what situations do you see your current student experience being most beneficial to you in the future?
A: My current student experience is teaching me about a field I can enjoy working in.

Q: What classes would you recommend to future students?
A: One class that every student should take is Speech. You will need those skills in whatever career you go into.

Q: What is your life goal? How is Nashville State helping you get there?
A: My life goal is to be happy. Nashville State is leading me to a Civil Engineering career that will make me happy.

Q: If you could sit down together for lunch with six people—dead or alive—who would they be?
A: Benjamin Franklin, President Bush, Joseph Mitchell, Cecil Beasley, Abraham Lincoln, and Dave Ramsey

Nashville State ORIGINALS Student Stories

Nashville State

Administration

Faculty, & Staff

TENNESSEE BOARD OF REGENTS SYSTEM

Charles Manning, Chancellor

Universities and Colleges

Austin Peay State University

East Tennessee State University

Middle Tennessee State University

Tennessee State University

Tennessee Technological University

University of Memphis

Chattanooga State Technical Community College

Cleveland State Community College

Columbia State Community College

Dyersburg State Community College

Jackson State Community College

Motlow State Community College

Nashville State Technical Community College

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Pellissippi State Technical Community College

Roane State Community College

Southwest Tennessee Community College

Volunteer State Community College

Walters State Community College

Tennessee Technology Centers

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Crump

Dickson

Elizabethton

Harriman

Hartsville

Hohenwald

Jacksboro

Jackson

Knoxville

Livingston

McKenzie

McMinnville

Memphis

Morristown

Murfreesboro

Nashville

Newbern

Oneida

Paris

Pulaski

Ripley

Shelbyville

Whiteville

PRESIDENT'S OFFICE

George H. Van Allen .....President
B.S., 1970, Appalachian State University
M.A., 1971, Appalachian State University
Ed.D., 1981, North Carolina State University

Judy Cook.....Administrative Secretary

Sue Belcher .....Receptionist

COMMUNITY AND ECONOMIC DEVELOPMENT

Sydney Rogers .....Vice President
B.S., 1973, Middle Tennessee State University
M.S., 1995, University of Tennessee, Knoxville

Sunny Abouaravong, Secretary II

Evelyn Hadley .....Director of Special Projects
B.A., 1996, Trevecca Nazarene University

COMPUTER SERVICES

Judy Kane .....Director/Associate Professor
B.A., 1969, Boston University
M.S., 1996, University of Tennessee, Knoxville

Gwenda Gray.....Secretary III

Abass Alhassan.....Systems Analyst

Matthew Appleton .....Computer Lab Technician

Laura Barnes.....Programmer Analyst

Rob Davis .....Computer Lab Technician
B.A., 1998, Western Kentucky University

Kelly L. Eboigbodin .....Manager of Programming Services
A.A.S., 1994, Nashville State Technical Institute

Carol Golden .....Programmer Analyst
A.S.,1983, Nashville State Technical Institute

Phillip E. Howse .....Systems Specialist

Malcolm H. Johnson .....Manager of Technical Support
A.E., 1982, Nashville State Technical Institute

David E. Lipschutz .....Systems Specialist
A.S., 1984, Nashville State Technical Institute
A.S., 1985, Nashville State Technical Institute

Scot Loerch.....Computer Lab Technician
A.A.S., 2000, Nashville State Technical Institute
A+ Certification, 2000
Certified Novell Administrator Certification, 2000

Doug Mason .....Evening Computer Lab Technician
A.E., 1988, Nashville State Technical Institute
A.A.S., 1990, Nashville State Technical Institute
Certified HTML 3.2 BrainBench, 2000-02
Certified HTML Programmer, eCertifications, 2000-02
Certified CSR Listening Skills, BrainBench, 2001-02

Vicki Mendenhall.....Computer Lab Technician
A.A.S., 1998, Nashville State Technical Institute

John Oakley .....Manager of Technical Services

Will Plunk .....Information Research Technician

Richard Shores .....Computer Lab Technician
A.A.S., 2000, Nashville State Technical Institute
Apple Macintosh® Service Certification 2000

Jack Smith .....Systems Specialist
A.S.T., 1971, Penn Technical Institute

Judy A. Smith .....Systems Specialist
A.S., 1983, Nashville State Technical Institute

Frank Sullivan.....Systems Specialist
A.S., 1983, Nashville State Technical Institute

Troy L. Valentine .....Academic Systems Specialist

Ken Waugh .....Operations Support

Hannah Williams .....Technical Clerk

PUBLICATIONS & MEDIA RELATIONS

Ellen L. Zink .....Director
B.F.A., 1981, Louisiana Tech University
M.A.M.S., 1995, University of Illinois at Chicago

Montique Luster .....Media Representative
B.S., 2000, Middle Tennessee State University

Ed Dubell .....Graphic Arts Technician
A.A.S., 1997, Nashville State Technical Institute
B.F.A., 1999, Middle Tennessee State University

A.J. Watson .....Web Developer

DEVELOPMENT

Ruth Hummel .....Director
FMT, 1973, Olds College Canada
B.S., 2001, Lipscomb University

Melissa Jaggers.....Director, Grant Development
B.A., 1997, Western Kentucky University

WORKFORCE AND ECONOMIC DEVELOPMENT

Jill S. Johnson .....Director
B.S., 1992, Tennessee Technological University

Carol Hines.....Secretary II

WORKFORCE TRAINING CENTER

Bill Corbett .....Contract Training Specialist
A.S., 1983, Business Education Institute
Certified INCAF Parenting Educator, 1995
Certified INCAF Instructor Trainer, 1998
Certified Toastmasters ATM, 1996

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A.S., 1996, Draughons Jr. College
Microsoft Office® User Specialist, 2002

Gary A. Binkley.....Associate Professor
A.S., 1975, Clarksville Area
Vocational Technical School
B.S., 1993, University of Tennessee
M.S., 1995, University of Tennessee
GM Certified Trainer
Member, American Society for Training
and Development

Bill Maxwell .....Contract Training Specialist
B.S., 1966, North Carolina State University
M.S., 1973, Naval Postgraduate School
M.S., 1999, East Tennessee State University

Gail Phillips.....Director of Operations
Certified Microsoft Office User Specialist, 2002
VUE Test Administrator Certification Exam, 2003

Evelyn S. Wilkerson.....Office Supervisor
Certified Professional Secretary, 1997

CAREER EMPLOYMENT CENTER

Kimberly Kollar Wood .....Director
A.S., 1986, Sacred Heart University
B.S., 1998, University of Tennessee

DeAnna Shaw .....Secretary II

OFFICE OF EXTENDED PROGRAMS

Kathy S. Emery .....Director
B.S., 1968, St. Mary's University
M.S., 1969, East Texas State University
Post Graduate, 1983, University of Memphis

Betty P. Broz .....Coordinator, Special Courses and CEUs
Certified Professional Secretary, 1994

Theresa Dirugeris .....Secretary II

Bryan Evans .....Instructor
A.S., 1994, Nashville State Technical Institute

Doug Jameson .....Coordinator of Distance Education
A.A.S., 1996, Nashville State Technical Institute
B.A., 1998, Trevecca Nazarene University

Freida Keith .....Secretary I, Tech Prep
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Thomas Melton .....Coordinator of Video Productions
A.S., 1981, Jackson State Community College
Certificate in Audio Visual Technology, 1982, Nashville State Technical Institute
A.S., 1997, Dyersburg State Community College

Patricia Rimmer .....Secretary I

Jan Spencer .....Dual Enrollment Coordinator
B.A., 1980, David Lipscomb University

Tiffany Stevenson .....Secretary II
A.A.S., 2000, Nashville State Technical Institute

James R. Wright .....Director of Tech Prep Program
B.E., 1970, Vanderbilt University

CENTER FOR INFORMATION TECHNOLOGY EDUCATION

David McNeel.....Director

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A.S., 1985, Nashville State Technical Institute

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B.A., 1967, Baylor University
M.Ed., 1976, University of North Texas
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M.Ed., 2002, Tennessee State University

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HUMAN RESOURCES

Lori B. Maddox .....Director
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Janet Dennis .....Personnel Assistant

ACADEMIC AFFAIRS

Ellen Weed .....Vice President for Academic Affairs
B.A., 1963, University of Michigan
M.A., 1971, University of Michigan
Ph.D., 1973, University of Michigan

Marian M. McNeil.....Administrative Secretary

INSTITUTIONAL RESEARCH

Richard W. Jenkins .....Director
B.S., 1969, University of Tennessee
M.B.A., 1975, University of Tennessee

BUSINESS & TECHNOLOGIES DIVISION

James R. Johnson .....Dean
B.S., 1965, Wisconsin State University-River Falls
M.S., 1969, University of Wisconsin-Milwaukee
Ed.D., 2000, Baylor University

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A.S., 1994, Nashville State Technical Institute

BUSINESS TECHNOLOGY

Karen Stevenson.....Department Chair/Assistant Professor
B.S., 1980, Ohio State University
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BUSINESS MANAGEMENT

G. Howard Doty.....Professor
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M.S., 1999, Cumberland University
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M.B.A., 1977, Brigham Young University

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M.B.E., 1977, Middle Tennessee State University
State of Tennessee Teachers Certificate

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OFFICE ADMINISTRATION

Andrea Compton .....Instructor

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Microsoft Office® Specialist Certification, PowerPoint® and Access® 2002

COMPUTER ACCOUNTING

James J. Formosa .....Associate Professor
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Certified Public Accountant, 1971
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Certificate, Web-Based Instruction, Vanderbilt University
Graduate Certificate, Web-Based Instruction, Cal State University-Hayward

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B.S., 1974, Middle Tennessee State University
Certified Public Accountant, 1980
M.S., 1983, Middle Tennessee State University

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B.A., 1983, Freed-Hardeman University
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M.B.A., 1988, Tennessee Technological University

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A.S., 1982, Nashville State Technical Institute
Certified Public Accountant, 1972

CULINARY ARTS

Kenneth P. Morlino .....Assistant Professor/Coordinator Culinary Arts
B.S., 1978, Drexel University
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American Culinary Federation, Certified Executive Chef

INFORMATION TECHNOLOGY

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M.B.A., 1993, Tennessee State University

Ruth Green .....Secretary II

COMPUTER NETWORKING TECHNOLOGY

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Novell, CNA, 1997, CNI, CNE, 1998
CCAI, CCNA, Net+, 2001

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M.S., 1991, Vanderbilt University
Novell CNA, 1996
SCO UNIX ACE, 1995

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M.B.A., 1988, Pepperdine University

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M.M.E., 1974, Austin Peay State University
Certified Novell® Engineer
Master Certified Novell® Engineer
Microsoft® Certified Professional
Microsoft® Certified Trainer
Certified Technical Trainer
Certified Novell® Instructor

COMPUTER INFORMATION SYSTEMS

John E. Adamson.....Computer Operations Specialist
B.S., 1971, University of Tennessee
A.S., 1984, Nashville State Technical Institute

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B.M., 1977, Middle Tennessee State University
A.A.S., 1992, Nashville State Technical Institute

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B.B.A., 1978, Belmont University

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M.A., 1996, Middle Tennessee State University

David W. Green.....Associate Professor
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M.B.A., 1984, Tennessee State University

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A.S., 1983, Nashville State Technical Institute
Microsoft® Certified Professional
Microsoft® Certified Trainer
Cisco Certified Network Associate

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M.S., 1982, Southern Illinois University
M.B.A, 1988, Owen Graduate School of Management, Vanderbilt University

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B.A., 1993, Trevecca Nazarene University
B.S., 1994, Tennessee State University
MCJ, Middle Tennessee State University
A+ Certification, POST Certification, CPP

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B.B.A., 1983, Tennessee State University
M.B.A., 1990, Tennessee State University

Dwight Watson.....Lab Technician
A.A.S., 1995, Nashville State Technical Institute

David Welch .....Instructor
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A.A.S., 1996, Nashville State Technical Institute
Microsoft® Certified Professional

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A.A.S., 1982, Nashville State Technical Institute
B.S., 1997, Middle Tennessee State University
M.S., 1998, Middle Tennessee State University
Ph.D., 2002, Cambridge State University

Joel Lavalley .....Associate Professor
B.S., 1983, Moorehead State University

Johnetta Scales .....Assistant Professor
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M.Ed., 1995 Vanderbilt University
Microsoft Certified Trainer, 1995
Microsoft Certified Systems Engineer, 1996
Certified Technical Trainer, 1997
A+ Certified Technician, 2000

ENGINEERING TECHNOLOGY

Gayle W. Hughes .....Department Chair/Professor
B.E., 1966, Vanderbilt University
M.S., 1993, Vanderbilt University
Registered Professional Engineer, 1978

Miriam L. Sibrel .....Secretary II
A.S., 1979, Nashville State Technical Institute

David Beatty.....Assistant Professor
B.A., 1970 University of South Florida
B.D., 1979, University of Florida
M.A., 1983, University of Florida
Registered Professional Architect, 1984

Charles R. Beck.....Instructor
B.S., 1981, Southern Adventist University

Bill D. Finney .....Associate Professor
B.A., 1972, University of Tennessee
Registered Professional Architect, 1978
M.S., 1995, University of Tennessee, Knoxville

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First Class Radio-Telephone License, 1976
FCC Certified Electrical Contractor
GM Professional Instructor
M.S., 1995, University of Tennessee
M.S., 1999, East Tennessee State University

Marshall Holman .....Associate Professor
B.S., 1957, University of Arizona
M.S., 1964, University of Arizona
Ed.D., 1972, Oklahoma State University

Paul Litchy.....Assistant Professor
B.S., University of Wisconsin, Milwaukee
P.E., State of Tennessee
Tennessee General Contractors License

Richard G. McKinney.....Associate Professor
B.A., 1979, Middle Tennessee State University
M.S., 1999, East Tennessee State University

Donald R. Pelster.....Professor
B.E., 1969, Vanderbilt University
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Ph.D., 1980, Vanderbilt University
Registered Professional Engineer, 1983

Van H. Phillips .....Associate Professor
A.S., 1978, Nashville State Technical Institute
B.S., 1983, David Lipscomb University
M.S., 1988, Middle Tennessee State University
M.S., 2000, East Tennessee State University
Certified Associate Engineering Technician, 1978

Alex Smiley.....Instructor
B.S., 1974, University of Kentucky
M.E., 1983, University of Louisville
Registered Professional Engineer, 1981

Mark E. Speck .....Assistant Professor
B.S., 1977, St. Mary's University of Minnesota
M.S., 1986, Naval Post Graduate School
FCC Extra Class license, 1973

Innocent I. Usoh.....Associate Professor
B.S.E.E., 1980, Mississippi State University
M.S.E.E., 1982, Tuskegee University

APPLIED ARTS

John R. Chastain ....Department Chair/Associate Professor
B.A., 1968, David Lipscomb University
M.S., 1995, University of Tennessee, Knoxville

Bobbie D. Jones .....Secretary II

Steven A. Solomon.....Printing Estimator
B.F.A., 1968, University of Chicago
Computer Electronics Diploma, 1986,
Nashville State Area Vocational-Technical School
TEFL Certification, 2001, Winfield College

VISUAL COMMUNICATIONS

Pamela A. Hawkins .....Assistant Professor
B.S., 1976, University of Tennessee
Graphic Arts Design Certificate

Victoria M. Kasperek .....Assistant Professor/Coordinator
B.S., 1973, University of Tennessee

Priscilla K. Nash .....Assistant Professor
B.F.A., 1974, Mississippi State University for Women

David Weilmuenster .....Assistant Professor
B.F.A., 1993, Middle Tennessee State University

PHOTOGRAPHY

Kathleen Dove .....Lab Technician
Technical Certificate, 1997,
Nashville State Technical Institute
A.A.S., 2003, Nashville State Technical
Community College

Skip Jackson .....Instructor
Technical Certificate, 1997,
Nashville State Technical Institute

Beth Trabue.....Instructor
B.F.A., 1994, University of Georgia

MUSIC TECHNOLOGY

Wayne Neuendorf .....Instructor/Coordinator
B.A., 1973, Troy State University

HEALTH AND LIFE SCIENCE TECHNOLOGIES

Donna Whitehouse, MHA, OTRL .....Department Chair/ Assistant Professor
B.S., 1990, University of Tennessee at Memphis
M.H.A, 1996, University of Missouri-Columbia

Joyce Huffines .....Secretary II
Certified Professional Secretary, 1986

BIOTECHNOLOGY

Vacant .....Instructor

OCCUPATIONAL THERAPY

Linda P. Franklin.....Assistant Professor
B.A., 1973, University of Maryland
Certified Occupational Therapy Assistant

Cindy Hayden .....Associate Professor
B.S., 1979, Eastern Kentucky University
M.Ed., 1984, University of Kentucky
Certified Hand Therapist, 1991

SURGICAL TECHNOLOGY

T. Van Bates .....Instructor
B.A., 1990, David Lipscomb University
Certified Surgical Technologist (CST)

Benjamin Lescher.....Instructor

Jack Payne .....Program Coordinator/ Associate Professor, Surgical Technology
A.D.N., 1992, Tennessee State University
Registered Nurse, 1992

SPECIAL PROJECTS

Bill Maxwell .....Director/Coordinator of Special Projects
B.S., 1966, North Carolina State University
M.S., 1973, Naval Postgraduate School
M.S., 1999, East Tennessee State University

Robert Smith .....Instructor, Automotive Services Technology

Claude Whitaker .....Instructor, Automotive Services Technology
A.A.S., 1988, Nashville State Technical Institute
GM ASEP Graduate, 1988
GM ASEP Coordinator/Instructor, 1998
Master ASE Certified, 1998
L1 Advanced Engine Specialist, 2001
NATEF Evaluation Team Leader, 2001

ARTS AND SCIENCES DIVISION

Pamela C. Munz .....Dean
B.A., 1966, Murray State University
M.A., 1969, Murray State University
Ed.D., 1982, University of Tennessee

Wilma Johnson .....Secretary III

Nina Lockert .....Secretary I

EDUCATION AND SOCIAL SERVICES

Annette Sanchez.....Department Chair/Associate Professor
Certificate, Graphic Arts, 1986, Nashville State Technical Institute
B.A., 1979, Middle Tennessee State University
M.A., 1983, Middle Tennessee State University
Ed.D, 1998, George Peabody College of Vanderbilt University

Krystal McGuire .....Secretary II

EARLY CHILDHOOD EDUCATION

Nancy Ledbetter .....Assistant Professor
B.S., 1972, University of Tennessee at Knoxville
M.S., 1979, Peabody College of Vanderbilt University

Peggy Sharpe .....Associate Professor
B.S., 1967, Harding University
M.S., 1989, Ohio University

READING, STUDY SKILLS, EDUCATION

Dorothy Lynn Lozier .....Assistant Professor
B.S., 1966, Murray State University
M.A., 1978, University of Northern Colorado

Rosetta Parks .....Counselor/Assistant Professor
B.S., 1972, Tennessee State University
M.A. Ed., 1975, Tennessee State University

Holly H. Paulus .....Assistant Professor
B.A., 1971, Case Western Reserve University
M.Ed., 1984, University of Delaware
Certified Reading Specialist

David A. Sellars.....Associate Professor
A.A., 1969, Henderson Community College
B.A., 1971, Murray State University
M.A.C.T., 1973, Murray State University
S.C.T., 1973, Murray State University

Terry D. Sellars .....Associate Professor
B.A., 1971, Murray State University
M.A.C.T., 1973, Murray State University
S.C.T., 1973, Murray State University
Certified Developmental Specialist, 1992, Appalachian State University

SIGN LANGUAGE

Connie Simmons .....Instructor
A.S., 1992, Iowa Western Community College
B.S., 1996, Middle Tennessee State University
M.Ed., 2001, University of Minnesota

ENGLISH & HUMANITIES DEPARTMENT

Jeanne Altstatt .....Department Chair/Associate Professor
M.A., 1977, Middle Tennessee State University
M.Ed., 1978, Middle Tennessee State University

Susan Tucker .....Secretary II

D. Michelle Adkerson.....Instructor
B.A., 1986, Middle Tennessee State University
M.A., 1988, University of Sussex, Falmer, England

Valerie Belew.....Associate Professor
B.A., 1982, Union University
M.A., 1985, Tennessee Technological University
ASTD Certified Learning to Learn Instructor

B. Alice Church.....Associate Professor
B.A., 1972, University of Tennessee
M.A., 1973, Vanderbilt University
Phi Theta Kappa Leadership Instructor Certification, 1998

Richard Daverman .....Instructor
B.A., 1968, Calvin College
M.A., 1973, University of Michigan
Ph.D., 1980, University of Michigan

Claudia J. House .....Assistant Professor
B.A., 1989, Middle Tennessee State University
M.A., 1995, Middle Tennessee State University

Elizabeth Parker .....Associate Professor
B.A., 1987, Rutgers University
M.A., 1990, Tennessee State University

Ted Phelps.....Instructor
B.S., 1974, Michigan State University
M.A., 1978, Michigan State University
Ph.D., 1995, University of Memphis

Janusz Polanowski .....Instructor
B.A., 1993, University of Georgia
M.A., 2000, Vanderbilt University

Brian Ray.....Instructor
B.A., 1980, Yankton College
M.A., 1996, University of South Dakota
D.A., 2001, Middle Tennessee State University

Gloria H. Reese .....Professor
B.S., 1970, Tennessee State University
M.S., 1971, Tennessee State University
Ed.D., 1997, Tennessee State University

Randy Rudder .....Assistant Professor
B.A., 1983, Mount Union College
M.A., 1989, Tennessee State University
M.F.A., 2003, University of Memphis

Neely Ann Sheucraft .....Assistant Professor
B.A., 1993, Western Kentucky University
M.A., 1996, Western Kentucky University

MATHEMATICS AND NATURAL SCIENCES DEPARTMENT

Vacant .....Department Chair

Wilma Caldwell .....Secretary II

David Covington.....Instructor
B.S., 1975, University of South Carolina
Ph.D., 1991, University of South Carolina

Lillian Dibblee.....Assistant Professor
B.S., 1965, Missouri Valley College
M.A., 1971, Purdue University

Christopher Dorais .....Lab Assistant

Hamid Doust.....Associate Professor
B.S., 1976, School of Banking, Iran
M.S., 1981, Middle Tennessee State University

Kwaku Forkuo–Sekyere .....Associate Professor
B.S., 1981, Manchester College
M.S., 1982, University of Tennessee
M.S., 1987, Ohio State University

Eli W. Frierson .....Associate Professor
B.S., 1971, Claflin College
M.Ed., 1976, Clemson University

Mary Ann S. Grigg .....Assistant Professor/ Learning Center Coordinator
B.A., 1970, James Madison University
M.Ed., 1993, Belmont University

Everett G. House.....Associate Professor
B.A., 1964, Southern Illinois University
M.A., 1970, University of Cincinnati

Susan S. Jones .....Professor
B.A., 1969, Murray State University
M.S., 1978, George Peabody College of Vanderbilt University
Ed.D., 1994, Tennessee State University

Jennifer Knapp .....Assistant Professor
B.S., 1989, Clemson University
Ph.D., 1997, Vanderbilt University

Martha Long .....Instructor
B.B.A., 1992, Tennessee State University
M.Ed., 1998, Tennessee State University

Linda H. Marable.....Professor
B.A., 1967, David Lipscomb University
M.A., 1971, Vanderbilt University
Ed.D., 1994, Tennessee State University

Jim Pack.....Assistant Professor
B.S., 1966, Middle Tennessee State University
M.S., 1968, Southern Illinois University–Carbondale

Sondra Roddy .....Instructor
B.S., 1971, University of Memphis
M.S., 1974, University of Memphis
M.M., 1999, University of South Carolina

Feloora Setayesh .....Assistant Professor
B.S., 1992, Middle Tennessee State University
M.S., 1995, Vanderbilt University
Ph.D., 1997, Vanderbilt University

Derek Smith .....Instructor
B.S., 1995, Manhattan College
M.S., 1998, University of Tennessee
Ed.S., 2001, Florida State University

Arthur J. Ward .....Professor
B.S., 1964, Texas Western College
M.S., 1978, Vanderbilt University

Jack L. Williams .....Associate Professor
B.S., 1971, University of Tennessee
M.S., 1988, University of Tennessee
Registered Professional Engineer, 1979
Certified Quality Engineer, 2002

LAW ENFORCEMENT

Michael A. Wright.....Department Chair/Instructor
A.A.S., 1991, Austin Peay State University
POST Certified Police Officer, State of Tennessee
Police Instructor Certification, States of Tennessee and Florida
Advanced Tactical Certificate, Austin Peay State University

Laura K. Huffines.....Secretary II

Russell Hackett .....Instructor
A.S., 1974, Aquinas College
Certified Polygraph Examiner/Instructor, 1974
Certified in Electronic Surveillance, 1979

Paul E. Myers.....Assistant Professor/Coordinator
B.S., 1970, Florida State University
POST Certified Police Officer, State of Tennessee
POST Certified Training Officer
POST Certified Police Instructor
POST Certified Firearms Instructor
Member of Board of Directors: TN Division; International Association for Identification

SOCIAL SCIENCES AND LANGUAGES

Scott Buswell .....Department Chair/Instructor, ESL
B.A., 1991, West Virginia University
M.A., 1996, West Virginia University

Krystal McGuire .....Secretary II

Barbara Baker.....Associate Professor
B.S., 1981, Tennessee State University
M.Ed., 1986, Vanderbilt University
Ed.D.,1990, Vanderbilt University

Karen E. Bourg .....Associate Professor
B.A., 1964, Emmanuel College
M.A., 1966, Northeastern University

Yvonne Cornelius .....Instructor
B.A., Belmont University
M.A., Vanderbilt University

Diane M. Eagle.....Assistant Professor
B.A., 1983, University of Illinois
M.A., 1989, University of Illinois

Fred Jordan.....**Instructor**
B.A., 1983, University of Colorado
M.A., 1987, University of Tennessee
I.M.B.A., 1996, University of Memphis
M.A., 1999, University of Tennessee

Debra S. Lee .....**Instructor, ESL**
B.A., History, 1976, University of Tennessee
M.A., English, 1994, University of Memphis
J.D., 1981, University of TN College of Law

Devora D. Manier .....**Assistant Professor, ESL**
B.A., 1990, University of Pennsylvania
M.S., 1995, Georgia State University
Certified K–12 German, State of Georgia

Tammy L. Ruff .....**Associate Professor**
B.S., 1980, Belmont University
M.Ed., 1991, Middle Tennessee State University

COOKEVILLE CAMPUS

Betty Renfro.....**Director**
A.S., 1966, Southeastern Christian College
B.S., 1979, Tennessee State University

Sharon Dyer .....**Secretary I**

Dona Joan Christopher .....**Assistant Director**
B.A., 1966, Oachita Baptist University
M.S., 1978, Vanderbilt University

Tim Dean.....**Associate Professor**
B.S., 1992, Tennessee Technological University
M.S., 1995, Tennessee Technological University

Sam Garner.....**Associate Professor**
Certificate, Electrical Maintenance,
Nashville Area Vocational School
A.S., 1983, Nashville State Technical Institute
B.S., 1989, Middle Tennessee State University

Marilyn Miller .....**Admissions & Records Clerk**

HUMPHREYS COUNTY CENTER FOR HIGHER EDUCATION

Jennie Stribling.....**Director**
B.B.A., 1982, Austin Peay State University
M.Ed., 2002, Austin Peay State University

Earl Ray Rye .....**Maintenance Worker**

Kimberly Zills .....**Learning Center Specialist**
A.S., 1996, Draughons Junior College

LEARNING RESOURCE CENTER

Margaret F. Jones .....**Director**
B.A., 1981, University of Alabama
M.A., 1985, University of Alabama
M.A., 1992, Tennessee State University

LIBRARY

Charles M. May .....**Librarian**
B.A., 1974, University of North Carolina
M.LS., 1976, George Peabody College of
Vanderbilt University

Deborah Finney-Webb .....**Library Assistant II**
Certificate of Computer Operations, 1981,
Nashville State Technical Institute
A.S., 1986, Nashville State Technical Institute

Joe Martin.....**Library Assistant II/Media Technician**
A.S., 1991, Art Institute of Fort Lauderdale
B.S., 1997, University of Phoenix
Avionic Communication Specialist, USAF, 1982

Sandra O'Donnell.....**Library Assistant III**

Ann S. Penuel.....**Librarian**
B.A., 1957, Anges Scott College
M.LS., 1959, George Peabody College of
Vanderbilt University

Sally Robertson .....**Librarian**

Christina Skinker .....**Library Assistant I**

Edna F. Vaughn .....**Microcomputer Laboratory Technician**
A.S., 1985, Nashville State Technical Institute

LEARNING CENTER

Carolyn O. Frye .....**Office Supervisor**
B.S., 1979, University of Tennessee at Nashville
M.S., 2002, University of Tennessee at Knoxville

ONLINE LEARNING

Linda R. Lyle .....**Associate Professor**
B.S., 1962, Austin Peay State University
M.A., 1965, Austin Peay State University
Certificate in Legal Assisting,
Southeastern Paralegal Institute

TESTING SERVICES

Sara C. Maxwell.....**Testing Center Coordinator**
B.S., 1949, University of Montevallo

Kathy Ford.....**Testing Technician I**

Pam Gadd.....**Testing Technician I**

Joy H. Williams .....**Testing Technician II**

STUDENT SERVICES DIVISION

Charles R. Weeks .....**Dean of Students**
B.A., 1969, David Lipscomb University
M.A., 1974, Scarritt College

Judith C. Kamm .....**Secretary III**
Certified Professional Secretary, 1995

Jennifer Martin .....**ESL Testing Specialist/Advisor**
B.S., 1998, University of Phoenix
B.A., 2000, College of Santa Fe

ADMISSIONS

Charles McCorkle .....**Director**
A.A., 1968, Cumberland College
B.A., 1970, Peabody College at Vanderbilt University

Leslie P. Laster .....**Secretary II**

Adriane D. Johnson .....**Admissions/Records Clerk**
A.S., 1997, Nashville State Technical Institute
Certificate of Career Advancement,
Accounting Clerk, 2002
Certificate of Career Advancement,
Microcomputer Application Specialist, 2002

Marci McClintoch .....**Admissions & Records Clerk**

Sherri McKennon .....**Admissions & Records Clerk**

Rakhika Poduvu .....**Admissions & Records Clerk**

Tabitha Vires-Swearingen .....Admissions Representative
B.S., 1995, Austin Peay State University
M.A., 2000, Austin Peay State University

Lance Woodard .....Information Center Supervisor
A.A.S., 2003, Nashville State Technical Community College

Clay Young.....Admissions & Records Clerk
Certificate, Web Page Authoring, 2003, Nashville State Technical Community College

RECORDS

Mira R. Fleischman .....Registrar/Associate Professor
B.S., 1973, Murray State University
M.A., 1978, Western Kentucky University

Mary Ann Dykema .....Secretary III

Stephanie Adkins.....Records Clerk
Academic Certificate of Credit in Arts & Sciences, Nashville State Technical Community College, 2002

James Larry Brown .....Assistant Registrar/VA Coordinator
A.A.S., 1994, Nashville State Technical Institute
A.A.S., 1999, Nashville State Technical Institute

Julie H. Duel .....Transcript Analyst

Delphia Green .....Records Clerk
Certificate of Career Advancement, 1999, Nashville State Technical Institute
A.A.S., 2003, Nashville State Technical Community College

Nichole Halliburton.....Records Clerk

Yvonne Williams .....Records Clerk
A.A.S., 1999, Nashville State Technical Community College

ADVISING SERVICES

Priscilla D. Tibbs .....Coordinator of Advising
B.A., 1987, Tennessee State University
M.S., 1995, Tennessee State University
Paralegal Certificate, 2000

Colleen Kirby .....Advisor
B.B.A., 1985, Memphis State University
M.Ed., 1995, Middle Tennessee State University

DISABILITY SERVICES

Emily Elliott .....Coordinator
B.A., 1997, Western Kentucky University
M.R.C., 1999, University of Kentucky

Cindy Anderson.....Physical Disabilities Coordinator
B.S., 1991, University of Alabama
M.A., 1993, University of Alabama
Ed.S., 1995, Tennessee Technological University

Lisa Hodges .....Academic Support Coordinator/Instructor
B.S.W., 1980, Middle Tennessee State University
M.Ed., 1998, Trevecca Nazarene University

Andrew Mason .....Disabilities Testing Specialist
B.S., 1999, Middle Tennessee State University

FINANCIAL AID

Stephen F. White .....Director
B.A., 1980, Campbellsville College
M.Div., 1983, Southern Baptist Theological Seminary

Amy Boles.....Coordinator of Technical Support
B.B.A., 1995, Tennessee State University

Kim Drake .....Financial Aid Clerk
A.A.S., 1998, Nashville State Technical Institute

Leah Gregory .....Counselor

Delisa Jester .....Secretary II

Vicki H. Preston .....Assistant Director
B.S., 1981, Eastern Kentucky University

Gloria Spears.....Technical Clerk

Alescia Williams .....Coordinator of Loans & Scholarships

FINANCE AND ADMINISTRATIVE SERVICES

Debra Simpkins-Bauer.....Vice President of Finance and Administrative Services
B.S., 1977, University of Tennessee at Martin

Francetta B. Blaustone .....Administrative Secretary
Certified Professional Secretary, 1994

Yvonne Barrett.....Director of Affirmative Action
Certified Professional Secretary, 1992
B.A., 1996, Trevecca Nazarene University

Melanie J. Buchanan.....Budgeting and Facilities Coordinator
B.A., 1997, Trevecca Nazarene University

ACCOUNTING

M. Elaine Davis .....Controller
B.S., 1972, Belmont University
A.S., 1983, Nashville State Technical Institute

Bernice G. Batchelor .....Account Clerk Supervisor/ Accounts Payable
B.S., 1975, Lane College

Michele Hicks .....Technical Clerk
A.S., Nashville State Technical Institute

Lauren Lawrence .....Technical Clerk

Laurie W. Rhoton .....Accountant
A.S., 1983, Nashville State Technical Institute
A.A.S., 1996, Nashville State Technical Institute
Certified Professional Secretary, 1987

Vilia Ann Buckingham .....Grants Fiscal Clerk

Ernestine Williams.....Lead Data Entry Operator

BURSAR'S OFFICE

Linda D. Langiotti.....Bursar
B.A., 1974, Lambuth College
A.S., 1983, Nashville State Technical Institute
M.B.A., 1988, Jack C. Massey Graduate School of Business, Belmont University

Amanda Anderson.....Lead Cashier

Jon Bates .....Cashier

Dianne Blankenship .....Account Clerk Supervisor, Cashiering and Registration

Janice O'Kain .....Account Clerk II

Candice Schutt .....Account Clerk II

PROPERTY MANAGEMENT & PURCHASING

Herbert E. Hunt.....Manager
A.S., 1972, Draughons Junior College

Cecil H. Ivy .....Shipping and Receiving Clerk

Jo Smith .....Coordinator of Purchasing

PAYROLL

Becky Abu-Orf ..... **Manager**

Annette Jordan ..... **Account Clerk III**
A.S., 1984, Nashville State Technical Institute

Gloria Linzy ..... **Account Clerk II**

OPERATIONS & MAINTENANCE

James Dawson ..... **Director**

Brenda K. Harriford ..... **Technical Clerk**
A.A., 1976, Western Kentucky University

GROUNDS, LANDSCAPING & CUSTODIAL

Jim Wharton ..... **Custodial Supervisor**

James M. Bond ..... **Grounds Worker I**

Lisa Graham ..... **Custodian**

Maxine Hill ..... **Custodian**

James Jenkins ..... **Custodian**

Larry Rogers ..... **Custodian**

John Thompson ..... **Custodian**

Ronnie Thompson ..... **Custodian**

Kenneth Walton ..... **Custodian**

Hershell Woodard ..... **Custodian**

MAINTENANCE & OPERATIONS

Jason Bond ..... **Maintenance Worker**

James W. Bryant ..... **A/C Heating Mechanic III**
Certificate/HVAC, 1973, Tennessee Technology Center

Garry Fitch ..... **Maintenance Worker**

Lee Housley ..... **Electrician**

John Jones ..... **Maintenance Worker**

SAFETY & SECURITY

G. Derrek Sheucraft ..... **Director**

George Aldridge ..... **Security Guard Supervisor**

Ryan Boswell ..... **Security Guard I**

Kelvin Butler ..... **Security Guard I**

John Dailey ..... **Security Guard I**

Wylie Hudson ..... **Security Guard I**

Marty Logsdon ..... **Security Guard I**

Jeffrey L. Myers ..... **Security Guard II**
A.S., 1982, Aquinas Junior College

Evaleane G. Owens ..... **Security Guard Supervisor**

Willie Williams ..... **Security Guard I**

VISTEON (FORD) LEARNING LAB

Jane Locke Anderson ..... **Learning Lab Director**
B.A., 1982, University of Mississippi
M.S., 1988, University of Tennessee

Donnet Bullard ..... **Instructor**
B.S, 1986, Valdosta State College
M.S, 1993, Valdosta State College
Certificate, Georgia Energy Technology Institute For Teachers
Certificate, Professional Career Development Institute

Tony Anderson ..... **Computer Instructor**

FACULTY EMERITUS

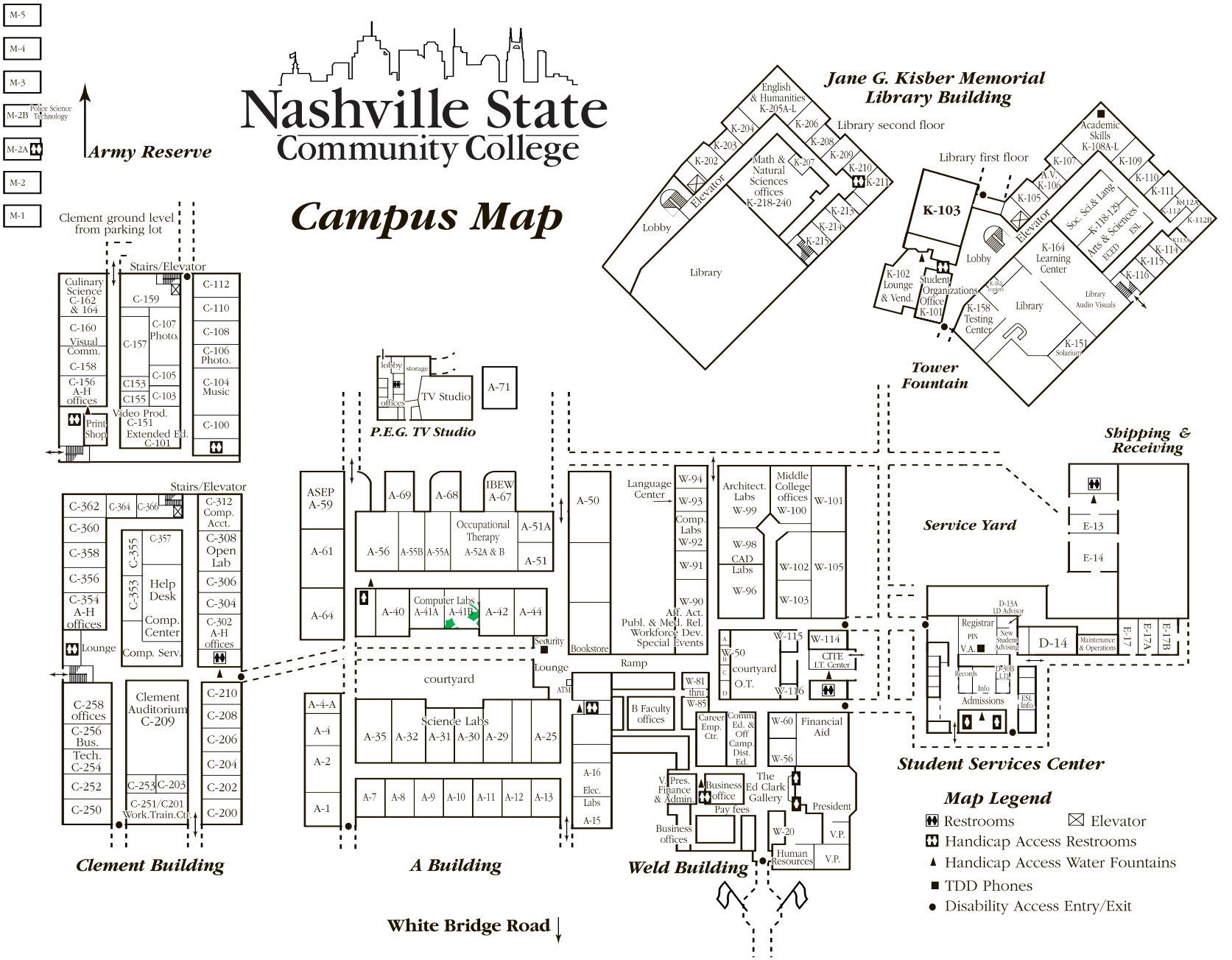
Louis J. Blecha ..... **Professor Emeritus**
B.A., 1958, Bethany College
M.A., 1967, University of Kansas

Samuel Gant ..... **Professor Emeritus**
B.A., 1961, David Lipscomb University
M.A., 1963, George Peabody College of Vanderbilt University
Ph.D., 1977, George Peabody College of Vanderbilt University

Robert McDow ..... **Professor Emeritus**
B.S., 1965, Memphis State University
M.A., 1970, Vanderbilt University
Ph.D., 1971, Vanderbilt University

Ursula Roden ..... **Professor Emeritus**
M.A., University of Texas

Gwyn Tilley ..... **Professor Emeritus**
B.S., 1964, David Lipscomb University
M.A., 1968, George Peabody College of Vanderbilt University


Nashville State
Community College
Campus Map
Army Reserve
Police Science Technology
M-5
M-4
M-3
M-2B
M-2A
M-2
M-1
Jane G. Kisber Memorial Library Building
Library second floor
Library first floor
English & Humanities K-205A-L
K-204
K-206
K-208
K-203
K-209
K-202
K-207
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Elevator
Math & Natural Sciences offices K-218-240
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K-215
Lobby
Library
Academic Skills K-108A-L
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K-105
K-110
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Arts & Sciences ESL ECED
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K-113A
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K-115
K-116
K-103
Elevator
Lobby
K-164 Learning Center
K-102 Lounge & Vend.
Student Organizations Office K-101
K-158 Testing Center
Library
Library Audio Visuals
K-151 Solarium
Tower Fountain
Clement ground level from parking lot
Stairs/Elevator
Culinary Science C-162 & 164
C-160 Visual Comm.
C-158
C-156 A-H offices
Print Shop
C-159
C-157
C-107 Photo.
C153
C-105
C155
C-103
Video Prod. C-151 Extended Ed. C-101
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C-106 Photo.
C-104 Music
C-100
Stairs/Elevator
C-362
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C-360
C-358
C-356
C-354 A-H offices
Lounge
C-355
C-357
C-353
Help Desk
Comp. Center
Comp. Serv.
C-312 Comp. Acct.
C-308 Open Lab
C-306
C-304
C-302 A-H offices
C-258 offices
C-256 Bus.
Tech. C-254
C-252
C-250
Clement Auditorium C-209
C-253
C-203
C-251/C201 Work.Train.Ctr.
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Computer Labs A-41A A-41B
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courtyard
A-4-A
A-4
A-2
A-1
Science Labs
A-35
A-32
A-31
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A-29
A-25
A-7
A-8
A-9
A-10
A-11
A-12
A-13
A Building
A-50
Bookstore
Language Center
W-94
W-93
Comp. Labs
W-92
W-91
W-90
Aff. Act. Publ. & Mgt. Rel. Workforce Dev. Special Events
Lounge
ATM
Ramp
A-16
Elec. Labs
A-15
B Faculty offices
W-81 thru W-85
Career Emp. Ctr.
Comm Ed. & Off Camp. Dist. Ed.
Business offices
Pay fees
V. Pres. Finance & Admin.
Business office
The Ed Clark Gallery
President
V.P.
W-20
Human Resources
V.P.
Weld Building
Architect. Labs W-99
Middle College offices W-100
W-101
W-98
CAD Labs
W-96
W-102
W-105
W-103
W-115
W-114
W-50
courtyard
O.T.
W-116
CITE I.T. Center
W-60
Financial Aid
W-56
Service Yard
Shipping & Receiving
E-13
E-14
D-13A LD Advisor
Registrar
PIN
V.A.
New Student Advising
D-14
Maintenance & Operations
E-17
E-17A
E-17B
Records
Info
D-30B LD
Admissions
ESL Info.
Student Services Center
Map Legend
Restrooms
Elevator
Handicap Access Restrooms
Handicap Access Water Fountains
TDD Phones
Disability Access Entry/Exit
White Bridge Road

Application Instructions

All credentials provided to the college become the property of the college and cannot be forwarded or returned. All credentials will be maintained in an active status for a period of 12 months. After this period, if you do not register for classes, all credentials will be relocated to an inactive status and must be submitted again before an admission decision will be made.

Degree/Academic Certificate-Seeking Students

First-time College Student Definition: A student who has never attended college.

- ❒ Submit this completed application form to the Admissions Office. A $5.00 application fee will be assessed at first registration.
- ❒ Have an **official high school transcript** with graduation date and verification that a regular diploma was earned, or an **official GED transcript** of your scores forwarded from the school or testing center to the Admissions Office. The transcript of a Tennessee home school student must be an official copy from an affiliated organization as defined by State law or be accompanied by a Certificate of Registration with the superintendent of the local education agency where the student would otherwise have attended.
- ❒ **If you are under the age of 21,** take the American College Test (ACT) and have the scores forwarded to the Admissions Office. These Scores must be less than three years old. (ACT and /or SAT Scores often accompany a High School Transcript. When ordering your transcript, request that they be included.)
- ❒ **Take the Compass Placement test if:**
  - You have earned the GED, regardless of your age.
  - You are 21 years of age or older. If you have taken the ACT within the past three years, you may submit those scores.

  NOTE: The Compass Placement test is given by the Nashville State Technical Community College Testing Center. Please call the Testing Center at (615) 353-3564 if you have questions about the test.
- ❒ **Full-time students born after 1956 (enrolling in 12 or more hours per semester) must submit proof of having 2 doses of MMR vaccine.**

College Transfer Student Definition: A student who is transferring from another college to NSCC.

- ❒ Submit this completed application form to the Admissions Office. A $5.00 application fee will be assessed at first registration.
- ❒ Have **an official transcript of each college** previously attended showing all credits earned forwarded to the Admissions Office.
- ❒ **(A.A.) and (A.S.) degrees: If less than 60 college semester hours have been completed, a high school transcript or GED scores are required.**
- ❒ You are **required** to have **official college transcripts** forwarded to Nashville State Tech verifying that you have satisfied prerequisites for the courses you plan to attend. **(Check the NSCC catalog for prerequisites).** If applicable, submit ACT test scores or placement test scores as required.

"Technical" Certificate-Seeking Students (Non-Academic Certificate)

- ❒ Submit this completed application form to the Admissions Office. A $5.00 application fee will be assessed at first registration.
- ❒ Have an **official high school transcript** verifying graduation from high school, or have an **official GED transcript** of your scores forwarded to the Admissions Office.
- ❒ **Full-time students born after 1956 (enrolling in 12 or more hours per semester) must submit proof of having 2 doses of MMR vaccine.**

Non-degree-Seeking Students - (Transient, Certificate of Career Advancement)

Transient Student Definition: An applicant enrolling in NSCC from another college – normally in the summer term – for the purpose of transferring courses back to that college.

- ❒ Submit this completed application form to the Admissions Office. A $5.00 application fee will be assessed at first registration.
- ❒ Generally, Transient students are requesting admission for classes that have prerequisites, Math, English etc.… (Check the NSCC Catalog). Therefore, **official college transcripts are required.**
- ❒ **Full-time students born after 1956 (enrolling in 12 or more hours per semester) must submit proof of having 2 doses of MMR vaccine.**

Non-degree Seeking Student Definition: An applicant who is not planning to earn a degree at Nashville State Tech, but who wishes to take courses for personal, professional growth or to earn college credits that may fulfill initial college requirements.

- ❒ Submit this completed application form to the Admissions Office. A $5.00 application fee will be assessed at first registration.
- ❒ **If enrolling in English, math, or classes that have English or math prerequisites**, submit ACT test scores or placement test scores as required. If applicable, have **official college transcripts** forwarded to Nashville State Tech verifying that you have satisfied prerequisites for the courses you plan to attend. **(Check the NSCC catalog for prerequisites)**
- ❒ **Full-time students born after 1956 (enrolling in 12 or more hours per semester) must submit proof of having 2 doses of MMR vaccine.**

Special Programs

- ❒ Students applying for **Automotive Service Technology, Occupational Therapy, and Surgical Technology** have specific additional program admission requirements. Please contact that particular department or the Admissions Office for information.

Re-Admissions **Definition: A former NSCC student who has not attended in the past 12 months.**

- ❒ Submit this completed application form to the Admissions Office. (If it has been more than one year since you last attended Nashville State Tech.)
- ❒ Have an **official transcript** of credits earned from each college that you attended since your last term at Nashville State Tech.

NOTE: After review of your records, you will be notified if additional requirements must be met.

ALL APPLICANTS MUST SELECT ONE OF THE MAJOR CODES ON THE NEXT PAGE.

MAJOR CODE LISTINGS FOR SECTION A
DEGREE, TECHNICAL CERTIFICATE & NON-DEGREE/CAREER ADVANCEMENT CERTIFICATE

ASSOCIATE OF APPLIED SCIENCE (AAS) DEGREES

Major	Code	Concentration
American Sign Language	ASL	N/A
Automotive Service Technology		
General Motors (ASEP)	AST	ASP
Other (ATEP)	AST	ATP
Business Management Technology		
Financial Services (Banking)	BMT	BNK
Marketing	BMT	MKT
Small Business Administration	BMT	SBA
Computer Network Technology (Admin.)	CMT	N/A
Computer Accounting	CACC	N/A
Computer Information Systems (Software)		
Microcomputer	CTS	CMC
Mainframe	CIS	CMA
Computer Technology (Hardware)	CPT	N/A
Culinary Science	CUL	N/A
Early Childhood Education	ECED	N/A
Electrical Engineering Technology	EET	N/A
Electronic Engineering Technology	EET	N/A
Engineering Technology		
Architectural	ENT	ACT
Civil & Construction	ENT	CIT
Automation (Cookeville only)	ENT	AUT
General Technology		
Business	GLT	BUS
Technical	GLT	TEC
Occupational Therapy Assistant	OTA	N/A
Office Administration		
Administrative	OAD	ADM
Medical	OAD	MED
Police Science		
Corrections Management	PST	COR
Police Administration	PST	POA
Regents Online Degree Program (RODP)		
Information Technology	RODP	PSIT
Social Work	SOCS	N/A
Undecided		
Business Technology	UNB	N/A
Engineering Technology	UNE	N/A
Visual Communications		
Graphic Design	COM	GDS
Photography	COM	PHT

ASSOCIATE OF SCIENCE (AS) — OR — ASSOCIATE OF ARTS (AA) DEGREES

UNIVERSITY PARALLEL DEGREE CODES

Select AA or AS — Concentration codes are not required on the application.

Major	Code	Major	Code	Major	Code
Art (Studio Art)	ARST	History	HIST	Psychology	PSYC
Biology	BIOL	Math	MATH	Sociology	SOCI
Chemistry	CHEM	Medical Terminology	MEDT	Spanish	SPAN
Corrections	CORR	Music	MUS	Speech & Communications	SPCM
English	ENGL	Philosophy	PHIL	Special Education	SPED
Family & Consumer Science	FCSD	Physics	PHYS		
General Studies (RODP Only)	GEN	Pre-Occupational Therapy	POCC		

The following are offered only as Associates of Science (AS) programs.

Business & Information Systems	BIS	Education	EDUC	Pre-Engineering	ENGR
Computer Science	CS	Environmental Science	ENVS		
Construction Management	CME	Industrial Management	IMGT		

NON-DEGREE PROGRAMS

Major	Code	Concentration
Academic Certificate		
Arts & Sciences	ACAS	N/A
Technical Certificate Program Codes		
Computer Aided Drafting	CAD	N/A
Horticulture	HOR	N/A
Indu. Automation (Cookeville only)	IAM	N/A
Industrial Machine Tool	IMT	N/A
Industrial Electrical Maintenance	IEM	N/A
Music Technology	MST	N/A
Photography	PHO	N/A
Surgical Technology	STC	N/A
Technical Communications	TCOM	N/A
Web Page Authoring	WPAC	N/A
Non-Degree Or Career Advancement Certificate		
(Write in name of Career Advancement Certificate desired)		
Non-Degree Seeking	XXX	N/A
CEU Continuing Education Unit	ZZZ	N/A