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Policy statement of nondiscrimination
Nashville State Tech 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 Tech complies with nondiscrimination laws Title VI, Title IX, Section 504 and the ADA. This discriminatory policy and practice extends to cover all educational programs and activities conducted by Nashville State Technical Institute. Procedures for filing grievances can be obtained from the college's Affirmative Action Officer.

Degree and community education students, faculty, teachers of the year, staff, and employees of the month are featured on the cover and throughout the 2000-2001 catalog.

Front cover by Ellen L. Zink
using photographs taken by Randall O. Hicks
“Celebrating 30 years” feature stories by Rebecca Smith
NSTI 27-00
# Table of Contents

## General Information
- The Mission of Nashville State Tech ........... 4
- History of Nashville state Tech .............. 5
- Accreditation and Memberships ......... 6
- Academic Programs ..................... 7
- Academic Calendar ..................... 8

## Admission to the College
- Requirements for Degree-Seeking Students ... 15
- International, F-1 Visa, and ESL Students ..... 16
- Requirements for Non-Degree-Seeking Students 18

## Academic Standards and Procedures
- Associate Degree or Certificate Requirements . 23
- Statement of Critical Outcomes ............ 24
- Honors Program ...................... 24
- Grading Standards and Records ............. 25
- Options for Earning Advanced Standing ... 27
- Regulations and Procedures ............... 31

## Student Issues
- Student Rights and Responsibilities ......... 37
- Student Services ....................... 38

## Expenses and Business Regulations
- Fees ..................................... 49
- Vehicle Registration and Parking .......... 51
- Bookstore ................................ 52

## Academic Program Descriptions
### Associate Degrees
- Architectural Engineering Technology ......... 56
- Automotive Service Technology ............. 58
- Business Management ...................... 60
- Civil and Construction Engineering Technology. 66
- Communications Technology ............... 68
- Computer Accounting Technology ........... 70
- Computer Information Systems .......... 72
- Computer Technology .................... 76
- Culinary Science ........................ 78
- Early Childhood Education ............... 80
- Electrical Engineering Technology ...... 82
- Electronic Engineering Technology ....... 84
- Environmental Technology ............... 86
- General Technology ................... 88
- Manufacturing Engineering Technology ... 90
- Occupational Therapy Assistant Technology . 92
- Office Administration ................... 94
- Police Science Technology ............... 98
- Visual Communications ............... 100

### Academic Certificate
- Arts & Sciences ...................... 103

### Technical Certificates
- Electrical Maintenance .................. 104
- Industrial Distribution .................. 105
- Music Technology ...................... 106
- Photography ........................... 107
- Surgical Technology .................... 108
- Workforce Readiness .................... 109

### Workforce and Community Education Services
- Community Education Center ............ 113
- Real Estate Courses .................... 113
- CEBS .................................. 113
- Placement and Cooperative Education ... 114
- Technical Training Center ............... 115
- Computer Training Center ............... 115
- Work Keys Service Center ............... 115
- Off-Campus Distance Education .......... 116
- Development ........................... 116

### Arts and Sciences Division
- Academic Skills ........................ 119
- English, ESL, Humanities, and Social Sciences 119
- Mathematics and Natural Sciences ........ 120

### Course Descriptions
- Course Prefixes ........................ 125
- Courses .............................. 126

### Administration and Faculty
- Tennessee Board of Regents System ....... 172
- Staff Roster ............................ 173
General Information

The Mission
of Nashville State Tech

Nashville State Technical Institute is a two-year technical college that serves a student body that is richly diverse in age and race, as well as educational and professional goals. By offering A.A.S. degrees and certificates, the college prepares both the first-time traditional and the returning adult student for immediate employment or career advancement. Nashville State Tech integrates the latest technological advancements into a broad range of comprehensive programs in the business, computer, communications, allied health, and engineering technologies. Technical certificates and A.A.S. degree programs include a strong general education component which provides the foundation for solid educational experiences. For those A.A.S. students wishing to pursue bachelor degrees, Nashville State Tech maintains articulation agreements with public and private universities. The college fosters academic success by creating a supportive collegiate environment conducive to learning and personal growth and by offering a convenient schedule of day, evening, weekend, Web-based, and video classes, both on and off campus.

Nashville State Tech serves a broad geographic area comprised of Metropolitan Davidson, Cheatham, Dickson, Houston, Humphreys, Montgomery, and Stewart counties, and the Upper Cumberland region. In order to make a significant contribution to the workforce development of these counties, the college collaborates with businesses and industries to provide short-term courses, workshops, and seminars for their employees. The college relies on leaders from these local and regional businesses and industries to serve as program advisory board members and help tailor curricula to meet their job requirements. The college also offers community education classes that reflect the professional and personal interests of the residents of these counties.

Nashville State Tech is a member of the State University and Community College System of Tennessee, which is governed by the Tennessee Board of Regents. The college continually strives for excellence by evaluating and improving the effectiveness of its faculty and their teaching methods, and its professional staff and administration in their support of the educational process.

Nashville State Tech remains committed to the education of a nonracially identifiable student body and promotes diversity and access without regard to race, gender, religion, national origin, age, disability, or veteran status.

Nashville State Tech is graded every year by the TBR, the governing board of all state universities and colleges. Listed throughout the catalog are the results from the latest report card.
History of Nashville State Tech

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 Tech opened in 1970 with an enrollment of 398 students. By the Fall of 1999, that number had grown to 7,402; with an enrollment of over 13,500 students during the entire academic year. Nashville State Tech’s initial offering of five associate’s degree programs has grown to 19 degree programs and eleven certificate programs. In addition, Nashville State Tech offers community 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 Tech is authorized to offer the Associate of Applied Science degree, as well as technical and academic certificates. Since 1984, Nashville State Tech has been governed by the Tennessee Board of Regents of the State University and Community College System.

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

Constantly growing, Nashville State Tech will be home to the new Public Educational Government Access Studio, opening in the summer of 2000. The studio will offer community access television to individuals, educational, and government organizations who wish to develop local programming. Financed by Intermedia, the building will feature a large video studio, video control room, multiple editing bays, and new digital technology.
Accreditation and Memberships

Nashville State Tech is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone number 404-679-4501 to award the Associate of Applied Science degree.

The following engineering technology programs have been accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology, 111 Market Place, Suite 1050, Baltimore, Maryland 21202 Telephone 401-347-7700.

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

The Automotive Programs for both the Ford Motor Company (ASSET) and General Motors Corporation (ASEP) are accredited by the National Automotive Technicians Education Foundation, Inc.

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

Nashville State Tech holds membership in additional professional organizations, including:

- American Association of Collegiate Registrars and Admissions Officers
- American Association of Community Colleges
- American Society for Engineering Education
- American Technical Education Association
- Association of College and University Auditors
- Association of Collegiate Business Schools and Programs
- Nashville Area Chamber of Commerce
- National Association of College and University Business Officers
- National Association of Student Financial Aid Administrators
- National Council for Marketing and Public Relations
- Service members Opportunities Colleges
- Tennessee College Association
- The College Board

Nashville State Tech was voted the Best Place for Adult Continuing Education by the readers of the Nashville Scene. This category was established in 1999 and Nashville State Tech has won both years.
# Academic Programs

<table>
<thead>
<tr>
<th>Major</th>
<th>Concentrations within major</th>
<th>2 Year A.A.S.</th>
<th>1 Year technical/academic certificate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Architectural Engineering Technology</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arts &amp; Sciences</td>
<td></td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Automotive Service Technology</td>
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<td></td>
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</tr>
<tr>
<td>Business Management</td>
<td>Customer Service</td>
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<tr>
<td></td>
<td>Financial Services Management</td>
<td>✓</td>
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</tr>
<tr>
<td></td>
<td>Marketing</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>Small Business Administration</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Civil &amp; Construction Engineering Technology</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Communications Technology</td>
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<tr>
<td>Computer Accounting Technology</td>
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<tr>
<td>Computer Information Systems Technology</td>
<td>Mainframe</td>
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<tr>
<td></td>
<td>Microcomputer</td>
<td></td>
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<tr>
<td>Computer Technology</td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Culinary Science</td>
<td></td>
<td></td>
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<tr>
<td>Early Childhood Education</td>
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<tr>
<td>Electrical Engineering Technology</td>
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<tr>
<td>Electrical Maintenance</td>
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<tr>
<td>Electronic Engineering Technology</td>
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<tr>
<td>Environmental Engineering Technology</td>
<td></td>
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</tr>
<tr>
<td>General Technology</td>
<td>Business</td>
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<tr>
<td></td>
<td>Technical</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Manufacturing Engineering Technology</td>
<td>Machine Tooling Technology</td>
<td>✓</td>
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</tr>
<tr>
<td>Occupational Therapy Assistant</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Industrial Distribution</td>
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<td></td>
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<tr>
<td>Music Technology</td>
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<tr>
<td>Office Administration</td>
<td>Administrative</td>
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<tr>
<td></td>
<td>Legal</td>
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<td>Medical</td>
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<td>Photography</td>
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<tr>
<td>Police Science</td>
<td>Corrections Management</td>
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<td></td>
<td>Police Administration</td>
<td></td>
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<tr>
<td>Surgical Technology</td>
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<tr>
<td>Visual Communications</td>
<td>Graphic Design</td>
<td>✓</td>
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<tr>
<td></td>
<td>Photography</td>
<td></td>
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<tr>
<td>Workforce Readiness</td>
<td>Business</td>
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<td></td>
<td>Computer Information</td>
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<tr>
<td></td>
<td>Office Administration</td>
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</table>
### ACADEMIC CALENDAR 2000 - 2001

#### Fall 2000

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>On Campus Registration</td>
<td>August 17</td>
</tr>
<tr>
<td>Weekend Classes Start</td>
<td>August 19</td>
</tr>
<tr>
<td>Regular Classes Start</td>
<td>August 21</td>
</tr>
<tr>
<td>Last Day to Late Register</td>
<td>August 25</td>
</tr>
<tr>
<td>Last Day to Withdraw Without Penalty</td>
<td>September 1</td>
</tr>
<tr>
<td>Deadline for filing Spring 01 Grad. Intent.</td>
<td>September 1</td>
</tr>
<tr>
<td>Holiday - Independence Day (no classes)</td>
<td>September 4 - 5</td>
</tr>
<tr>
<td>Last Day to Remove “I” Grade Fall 2000</td>
<td>September 14</td>
</tr>
<tr>
<td>Last Day to Withdraw and Receive “W”</td>
<td>October 27</td>
</tr>
<tr>
<td>Holiday - Thanksgiving (no classes)</td>
<td>November 22 - 26</td>
</tr>
<tr>
<td>Weekend Classes End</td>
<td>December 3</td>
</tr>
<tr>
<td>Regular Classes End</td>
<td>December 8</td>
</tr>
<tr>
<td>Exam Period</td>
<td>December 9 - 14</td>
</tr>
<tr>
<td>Grades Due</td>
<td>December 18 (12 NOON)</td>
</tr>
</tbody>
</table>

#### Spring 2001

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>On Campus Registration</td>
<td>January 3</td>
</tr>
<tr>
<td>Regular Classes Start</td>
<td>January 5</td>
</tr>
<tr>
<td>Weekend Classes Start</td>
<td>January 6</td>
</tr>
<tr>
<td>Last Day to Late Register</td>
<td>January 11</td>
</tr>
<tr>
<td>Holiday - Martin Luther King (no classes)</td>
<td>January 15</td>
</tr>
<tr>
<td>Last Day to Withdraw without Penalty</td>
<td>January 18</td>
</tr>
<tr>
<td>Deadline for filing Summer 01 Grad. Intent.</td>
<td>January 19</td>
</tr>
<tr>
<td>Last Day to Remove “I” Grade Fall 2000</td>
<td>January 26</td>
</tr>
<tr>
<td>Spring Break</td>
<td>March 12-18</td>
</tr>
<tr>
<td>Last Day to Withdraw and Receive “W”</td>
<td>March 23</td>
</tr>
<tr>
<td>Holiday - Good Friday (no classes)</td>
<td>April 13 - 15</td>
</tr>
<tr>
<td>Weekend Classes End</td>
<td>April 29</td>
</tr>
<tr>
<td>Regular Classes End</td>
<td>April 30</td>
</tr>
<tr>
<td>Exam Period</td>
<td>May 1 - 5</td>
</tr>
<tr>
<td>Grades Due</td>
<td>May 8 (12 NOON)</td>
</tr>
</tbody>
</table>

#### Summer 2001 (Regular 8-week session)

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>On Campus Registration Day</td>
<td>June 1</td>
</tr>
<tr>
<td>Last Day of Late Registration</td>
<td>June 5</td>
</tr>
<tr>
<td>Regular Classes Start</td>
<td>June 6</td>
</tr>
<tr>
<td>Weekend Classes Start</td>
<td>June 9</td>
</tr>
<tr>
<td>Last Day to Drop without Penalty</td>
<td>June 19</td>
</tr>
<tr>
<td>Deadline for Filing Fall 01 Grad Intent</td>
<td>June 20</td>
</tr>
<tr>
<td>Last Day to Remove “I” Grade from 01s</td>
<td>June 28</td>
</tr>
<tr>
<td>Holiday - Independence Day (no classes)</td>
<td>July 4</td>
</tr>
<tr>
<td>Last Day to Withdraw and Receive “W”</td>
<td>July 11</td>
</tr>
<tr>
<td>Weekend Classes End &amp; Final Exams End</td>
<td>July 29</td>
</tr>
<tr>
<td>Regular Classes End &amp; final Exams End</td>
<td>August 1</td>
</tr>
<tr>
<td>Grades Due</td>
<td>August 3 (12 NOON)</td>
</tr>
</tbody>
</table>
### Summer 2001 (1st Four Weeks)

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>On-Campus Registration</td>
<td>Friday, June 1</td>
</tr>
<tr>
<td>Last Day of Late Registration</td>
<td>Tuesday, June 5</td>
</tr>
<tr>
<td>Regular Classes Start</td>
<td>Wednesday, June 6</td>
</tr>
<tr>
<td>Weekend Classes Start</td>
<td>Saturday, June 9</td>
</tr>
<tr>
<td>Last Day to Drop Without Penalty</td>
<td>Tuesday, June 12</td>
</tr>
<tr>
<td>Last Day to Withdraw &amp; Receive &quot;W&quot;</td>
<td>Monday, June 25</td>
</tr>
<tr>
<td>Weekend Classes &amp; Final Exams End</td>
<td>Sunday, July 1</td>
</tr>
<tr>
<td>Regular Classes &amp; Final Exams End</td>
<td>Tuesday, July 3</td>
</tr>
<tr>
<td>Grades Due</td>
<td>Thursday, July 5</td>
</tr>
</tbody>
</table>

### Summer 2001 (2nd Four Weeks)

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>On-Campus Registration</td>
<td>Thursday, July 28</td>
</tr>
<tr>
<td>Last Day of Late Registration</td>
<td>Tuesday, July 3</td>
</tr>
<tr>
<td>Regular Classes Start</td>
<td>Thursday, July 5</td>
</tr>
<tr>
<td>Weekend Classes Start</td>
<td>Saturday, July 7</td>
</tr>
<tr>
<td>Last Day to Drop Without Penalty</td>
<td>Wednesday, July 11</td>
</tr>
<tr>
<td>Last Day to Withdraw &amp; Receive &quot;W&quot;</td>
<td>Monday, July 23</td>
</tr>
<tr>
<td>Weekend Classes &amp; Final Exams End</td>
<td>Sunday, July 29</td>
</tr>
<tr>
<td>Regular Classes &amp; Final Exams End</td>
<td>Wednesday, August 1</td>
</tr>
<tr>
<td>Grades Due</td>
<td>Friday, August 3</td>
</tr>
</tbody>
</table>

### Fall 2001

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>On-Campus Registration</td>
<td>Monday, August 20</td>
</tr>
<tr>
<td>Regular Classes Start</td>
<td>Wednesday, August 22</td>
</tr>
<tr>
<td>Weekend Classes Start</td>
<td>Saturday, August 25</td>
</tr>
<tr>
<td>Last Day of Late Registration</td>
<td>Tuesday, August 28</td>
</tr>
<tr>
<td>Holiday/ Break - Labor Day (no class)</td>
<td>Monday, September 3</td>
</tr>
<tr>
<td>Last Day to Drop Without Penalty</td>
<td>Tuesday, September 4</td>
</tr>
<tr>
<td>Deadline for Filing Spring 02 Grad. Intent.</td>
<td>Wednesday, September 3</td>
</tr>
<tr>
<td>Last Day to Remove “I” Grade from 01M</td>
<td>Monday, September 17</td>
</tr>
<tr>
<td>Last Day to Withdraw and Receive “M”</td>
<td>Monday, October 29</td>
</tr>
<tr>
<td>Holiday/ Break - Thanksgiving (no classes)</td>
<td>Wednesday - Sunday, November 21 - 25</td>
</tr>
<tr>
<td>Weekend Classes End</td>
<td>Saturday, December 8</td>
</tr>
<tr>
<td>Regular Classes End</td>
<td>Monday, December 29</td>
</tr>
<tr>
<td>Exam Period</td>
<td>Tuesday - Saturday, December 11 - 15</td>
</tr>
<tr>
<td>Grades Due</td>
<td>Monday, December 17 (12 NOON)</td>
</tr>
</tbody>
</table>

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.

### Tennessee Board of Regents

**REPORT CARD**

**Student Satisfaction**

Out of 886 enrolled respondents, 85% of those students questioned said they were “very satisfied” or “satisfied” with this college.
Admission to the College

Nashville State Tech 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 is available from:

Admissions Office
Nashville State Tech
120 White Bridge Road
Nashville, TN 37209
Phone (615)353-3215

Application fee
All applicants will be charged a $5.00 nonrefundable application fee. This fee is payable one time only, regardless of the program of study the student intends to follow. The applicant should have the admissions application and other required documents on file early enough to allow ample time for processing and for information to be forwarded to the applicant concerning registration. All admission credentials become the property of the college and cannot be forwarded or returned.

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

Selective Service
Male students who are required to register for the Selective Service (those between the ages of 18 and 26 years of age) must be registered with the Selective Service System before enrolling for course(s) at Nashville State Tech. Men who have previously served in the military must also meet this requirement. If the student has not registered for the Selective Service System, the student must complete a Selective Service Registration Form in the Admissions Office.

Special Programs Admissions Procedures
The, Occupational Therapy Assistant Technology, Surgical Technology, and Automotive Service Technology programs are subject to special application and admissions requirements. Applicants to these programs should request additional material to become familiar with these requirements.

Measles, Mumps, Rubella (MMR) Immunization
In an attempt to maintain a safe and healthy campus environment, Nashville State Technical Institute requires that all full-time entering students, born after 1956, must furnish documented proof of having immunity, or having been immunized with two doses of the MMR (Measles, Mumps, Rubella) vaccine, unless contraindicated because of pregnancy, allergy to a vaccine component, or other valid medical reasons.

By state law (Tenn.Code Ann. .B 49-6-5001), immunizations are not required if they “conflict with the parents’ or guardians (or individuals over 18) religious tenets and practices, affirmed under the penalties of perjury.” They are also not required if “a qualified physician shall certify that administration of such immunization would be in any manner harmful to the child involved.”

A Certificate of Immunization form may be obtained in the Student Services Center. It must be completed and signed by a licensed M.D. or D.O. and returned to Nashville State Tech Admissions Office. An official copy of a State Health Department or military immunization form will be accepted with a valid date.

Failure to provide the properly completed certificate prior to registration for a second semester at Nashville State Tech will place a hold on the students’ registration. Full-time students will not be allowed to register beyond the first semester until the required proof of immunization or immunity is on file the Admissions Office.

Residency Requirements

In-State Tuition Residency Requirements

TENNESSEE BOARD OF REGENTS
POLICY No. 305:05:01:00
PARAGRAPH 1. INTENT.
It is the intent that the public institutions of higher education in the State of Tennessee shall apply uniform rules, as described in these regulations and not otherwise, in determining whether students shall be classified “in-state” or “out-of-state” for fees and tuition purposes and for admission purposes.

PARAGRAPH 2. DEFINITIONS.
Wherever used in these regulations;

(1) “Public higher educational institution” shall mean a university or community college supported by appropriations made by the Legislature of this State.

(2) “Residence” shall mean continuous physical presence and maintenance of a dwelling place within this State, provided that absence from the State for short periods of time shall not affect the establishment of a residence.

(3) “Domicile” shall mean a person’s true, fixed, and permanent home and place of habitation; it is the place where he or she intends to remain, and to which he or she expects to return when he or she leaves without intending to establish a new domicile elsewhere.
(4) “Emancipated person” shall mean a person who has attained the age of eighteen years, and whose parents have entirely surrendered the right to the care, custody, and earnings of such person and who no longer are under any legal obligation to support or maintain such deemed “emancipated person.”

(5) “Parent” shall mean a person’s father or mother. If there is a non-parental guardian or legal custodian of an unemancipated person, then “parent” shall mean such guardian or legal custodian; provided, that there are not circumstances indicating that such guardianship or custodianship was created primarily for the purpose of conferring the status of an in-state student on such unemancipated person.

(6) “Continuous enrollment” shall mean enrollment at a public higher educational institution or institution of this State as a full-time student, as such term is defined by the governing body of said public higher educational institution or institutions, for a normal academic year or years or the appropriate portion or portions thereof since the beginning of the period for which continuous enrollment is claimed. Such person need not enroll in summer sessions or other such inter-sessions beyond the normal academic year in order that his or her enrollment be deemed continuous notwithstanding lapses in enrollment occasioned solely by the scheduling of the commencement and/or termination of the academic years, or appropriate portion thereof, of the public higher educational institutions in which such person enrolls.

PARAGRAPH 3. RULES FOR DETERMINATION OF STATUS

(1) Every person having his or her domicile in this State shall be classified “in-state” for fee and tuition purposes and for admission purposes.

(2) Every person not having his or her domicile in this State shall be classified “out-of-state” for said purposes.

(3) The domicile of an unemancipated person is that of his or her parent. Unemancipated students of divorced parents shall be classified “in-state” when one parent, regardless of custodial status, is domiciled in Tennessee.

(4) The spouse of a student classified as “in-state” shall also be classified as “in-state”.

PARAGRAPH 4. OUT-OF-STATE STUDENTS WHO ARE NOT REQUIRED TO PAY OUT-OF-STATE TUITION

(1) An unemancipated, currently enrolled student shall be reclassified out-of-state should his or her parent, having theretofore been domiciled in the State, remove from the State. However, such student shall not be required to pay out-of-state tuition, nor be treated as an out-of-state student for admission purposes so long as his or her enrollment at a public higher educational institution or institutions shall be continuous.

(2) An unemancipated person whose parent is not domiciled in this State but is a member of the armed forces and stationed in this State or at Fort Campbell pursuant to military orders shall be classified out-of-state but shall not be required to pay out-of-state tuition. Such a person, while in continuous attendance toward the degree for which he or she is currently enrolled, shall not be required to pay out-of-state tuition if his or her parent thereafter is transferred on military orders.

Conditions: (3)- (5) are not included for NSTI ‘in-state” residency requirement purposes.

(6) Part-time students who are not domiciled in this State but who are employed full-time in the State, or who are stationed at Fort Campbell pursuant to military orders, shall be classified out-of-state but shall not be required to pay out-of-state tuition. This shall apply to part-time students who are employed in the State by more than one employer, resulting in the equivalent of full-time employment.

(7) Military personnel and their spouses stationed in the State of Tennessee who would be classified out-of-state in accordance with other provision of these regulations will be classified out-of-state but shall not be required to pay out-of-state tuition. This provision shall not apply to military personnel and their spouses who are stationed in this State primarily for educational purposes.

(8) Dependent children who qualify and are selected to receive a scholarship under the Dependent Children Scholarship Act (TCA 49-4-704) because their parent is a law enforcement officer, fireman, or emergency medical service technician who was killed or totally and permanently disabled while performing duties within the scope of their employment shall not be required to pay out-of-state tuition.

(9) Students who are selected to participate in the institutions’ Honors programs.
PARAGRAPH 5. PRESUMPTION.
Unless the contrary appears from clear and convincing evidence, it shall be presumed that an emancipated person does not acquire domicile in this State while enrolled as a full-time student at any public or private higher educational institution in this State, as such status is defined by such institution.

PARAGRAPH 6. EVIDENCE TO BE CONSIDERED FOR ESTABLISHMENT OF DOMICILE.
If a person asserts that he or she has established domicile in this State he or she has the burden of proving that he or she has done so. Such a person is entitled to provide to the public higher educational institution by which he seeks to be classified or reclassified in-state, any and all evidence which he or she believes will sustain his or her burden of proof. Said institution will consider any and all evidence provided to it concerning such claim of domicile but will not treat any particular type or item of such evidence as conclusive evidence that domicile has or has not been established.

PARAGRAPH 7. APPEAL.
The classification officer of each public higher educational institution shall be responsible for initially classifying students "in-state" or "out-of-state". Appropriate procedures shall be established by each such institution by which a student may appeal his or her initial classification.

PARAGRAPH 8. EFFECTIVE DATE FOR RECLASSIFICATION
If a student classified out-of-state applies for in-state classification and is subsequently so classified, his or her in-state classification shall be effective as of the date on which reclassification was sought. However, out-of-state tuition will be charged for any quarter or semester during which reclassification is sought and obtained unless application for reclassification is made to the admissions officer on or before the last day of registration of that quarter or semester.

Admissions Requirements for Degree-Seeking and Technical/Academic Certificate Students

Technical Certificate Students
Students admitted to technical certificate programs must be high school graduates or its equivalent (GED). Documents showing proof of graduation with regular high school diploma or GED must be submitted to the Admissions Office. Technical certificate programs emphasize skills needed by business and industry located in Nashville and surrounding counties. Technical Certificate programs are offered in Electrical Maintenance, Photography, Workforce Readiness, Industrial Distribution and Surgical Technology (special admission requirements), Music Technology.

Academic Certificate in Arts & Sciences
The Academic Certificate in Arts & Sciences gives students 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 AAS degree program at a later time; recognize completion of a core of courses while the student is seeking admission to a limited-enrollment program; and provide a formal credential of courses for student planning to pursue a baccalaureate degree in the future.

Students applying for the Academic Certificate must complete the same admission and assessment requirements as degree-seeking students (please see First-Time Students: Degree Seeking).

First-Time Students: Degree-Seeking
An applicant with no previous college enrollment who seeks admission to Nashville State Tech for an associate's degree program must have earned a high school diploma or its equivalent (GED). The GED Score must be a minimum of 45 with no sub-score less than 35. Applicants must do the following:

1. Submit a completed application for admission.
2. Submit an official transcript of credits showing graduation from high school or submit official GED scores report. Students who graduated from a Tennessee public high school in 1983 and after must submit an official transcript verifying:
   a. Graduation with a regular high school diploma.
   b. Passing score on the State proficiency exams.
3. High school graduates under 21 years of age who are seeking a degree will not be admitted unless they have taken the ACT or SAT. Scores must reported to the NSTI Admissions Office. Nashville State Tech’s ACT code is 3983. This number should be used when requesting test scores be sent to NSTI. If ACT or SAT scores are more than three years old the test must be taken again. Applicants may retest by taking the ACT Residual exam through NSTI’s Testing Center. Degree-seeking applicants under the age of 21 who have not taken the ACT will be required to take the ACT Residual exam. Additional information about the ACT may be obtained from your high school counselor, the NSTI Admissions Office, or by writing to American College Testing, Inc., P.O. Box 168, Iowa City, Iowa 52243.
4. Complete all necessary assessments for the purpose of course placement:
   a. Students under 21 years of age and whose ACT composite score is 18 or lower must complete the reading comprehension placement test.
   b. Students under 21 years of age and whose ACT mathematics sub-score is 18 or lower must take the appropriate mathematics placement test.
   c. Students under 21 years of age and whose ACT English sub-score is 18 or lower must complete the writing placement test.
   d. Students 21 years of age or older are required to complete the entire placement test. Students 21 years of age or older are not required to present ACT scores, but may do so provided the test was completed within three years prior to the first day of the first term of enrollment. Students with valid ACT scores will then be screened for placement assessment according to the regulations applied to students under 21 years of age. The institution may require students who have earned the GED to take the placement test regardless of ACT (or SAT) scores.
   e. Students requiring assessment for course placement should contact the Testing Center at 615-353-3564/3565 for scheduling information. The operating hours (when classes are in session) for the Testing Center are: Monday through Thursday, 8:00AM to 7:30PM, and Friday, 8:00AM to 4:30PM.

Academic Skills Placement
Students who consider themselves inadequately prepared to pursue a college-level course may request assessment to determine whether they need college-prep courses (R/D) English, mathematics, or reading courses. They must complete the appropriate placement test and, if scores indicate the need, will be placed in an R/D course. After completing the final developmental studies course, they may proceed to college-level courses.

Degree-seeking applicants who have academic deficiencies based on assessment may be limited in the number of courses they are allowed to take. These applicants must remove deficiencies through the Academic Skills Department prior to enrolling in college-level courses. Educational records, academic and career goals, and personal interviews, in addition to ACT and assessment scores, are considered when placing students in appropriate courses.

Placement decisions in R/D courses are the responsibility of the Academic Skills program director. Study skills placement is required for either (1) students who are placed in at least two subject areas at the remedial level or (2) students who are placed in three subject areas of either remedial or developmental levels. Beyond this mandatory placement, students with two deficiencies, either both developmental or one developmental and the other remedial, have the option to elect placement in Study Skills.

High school students who are planning to pursue a college degree can best prepare themselves for college-level courses by completing two units of algebra, one unit of geometry, and four units of English. At the high school level, successful completion of these classes may eliminate the need for remediation. It is recommended that students planning to major in a Business Technologies program also complete one unit of bookkeeping or accounting at the high school level. Engineering Technologies majors will need a strong background in mathematics and science.

International Students (F-1 Status)
Nashville State Tech is authorized under federal law to enroll nonimmigrant students on F-1 student status in the associate degree programs. Applicants should have the following credentials on file in the Admissions Office one month prior to the start of the semester in which they wish to enroll:

1. A completed application for admission.
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 on the paper test or 173 on the computer test is required for admission. Course work completed at another United States institution may be used in lieu of standardized examination scores. Additional institutional placement assessment is required of all international students. Any academic skill deficiencies must be removed through enrollment in the Academic Skills Department. Our TOEFL code number is 1149.
4. Satisfactory evidence of the financial capability to meet the expense involved while studying at Nashville State Tech. 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 full time (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.

5. A certificate from a licensed physician or other medical authority verifying freedom from tuberculosis. This certificate must be submitted to the Admissions Office 30 days from the first day of classes in order to continue enrollment. If the student either has tuberculosis or has potential tuberculosis requiring medical treatment, continued enrollment depends upon the decision of a licensed physician that enrollment is not a risk to others, and upon the student’s compliance with any prescribed medical treatment.

6. All foreign nonimmigrant students with F visas must enroll in the TBR Student/Scholar Health & Accident Insurance Plan as a condition of admission and continued enrollment at the institution. In the event that a student has “adequate coverage,” the required enrollment in TBR’s S/S H&A Insurance Plan will be waived. For the purpose of this policy, “adequate coverage” shall mean that the student’s coverage meets or exceeds the level of coverage provided to participants in the TBR’s Student/Scholar Health & Accident Insurance Plan.

Students Whose First Language is not English
These students are required to take the Michigan Plus Language Proficiency Test to be eligible for special accommodations such as extended test time and other language assistance. See the ESL specialist for additional information or call 615-353-3295 or 615-353-3341.

Students whose first language is not English are protected under Title VI of the Civil Rights Acts and are guaranteed language assistance once a language deficiency is documented.

Readmission of Former Students
A student who has previously attended Nashville State Tech, but has not been enrolled for over one year, and seeks readmission to an associate’s degree program must apply for readmission and meet the following requirements:

1. Submit a completed application for admission.

2. Submit an official transcript from each college or university attended since leaving Nashville State Tech. If it has been more than five years since attending, all transcripts must be resubmitted.

3. Be eligible for readmission under the college’s retention policies.

4. Be assessed if they do not meet one of the following requirements: Enhanced ACT math, English scores and composite scores of 19 or above or previously earned college credit for the first-term math and English courses. Those who are identified as not meeting these requirements will be assessed and placed in appropriate course work.

Students Transferring to Nashville State Tech
An applicant who has attended another college or university and is applying for admission to an associate's degree program must meet the following requirements:

1. Submit a completed application for admission.

2. Submit official transcripts from all previously attended colleges, regardless of credits earned and regardless of whether transfer credit is desired. GED scores are required for those who have earned the GED. These transcripts must be sent directly to the Admissions Office and cannot be accepted from the applicant. Students whose academic records do not meet the academic retention standards of Nashville State Tech may be admitted conditionally based on satisfactory academic performance during their first semester of attendance.

3. Be assessed if they do not meet one of the following requirements: Scores less than three years old of Enhanced ACT math, English and composite scores of 19 or above, or previously earned college credit for first-term math and English courses. Those who are identified as not meeting these requirements will be assessed and placed in appropriate course work.

4. Submit ACT/ SAT scores and placement scores taken at another institution. The placement scores are only required for those transferring from another Tennessee Board of Regents (TBR) school.
Admissions Requirements For Non-Degree-Seeking Students

Special Students
A special student is one who is not enrolled in a degree program. Students in this classification desire to take one or more courses in order to gain employment skills, professional growth, or personal enrichment. In order to apply, special students should:

1. Submit a completed application for admission.
2. Students under 21 years of age must be high school graduates or have the GED equivalent. Documents showing graduation or GED must be submitted to the Admissions Office. One exception to this requirement is that students 18 years of age or older who have not earned a high school diploma, are not enrolled in high school, and are seeking admission only to pursue study in GED preparatory courses will not be high school graduates.

There is no limit on the number of hours a special student can pursue. Although special students are not required to complete normal assessment procedures, they should realize that the content of college-level courses assumes mastery of fundamental knowledge, skills, and aptitudes required for the course. Special students may not enroll in a college-level English or mathematics course, or in a course that has an English, mathematics or other prerequisite, until they have provided evidence of adequate preparation for these courses. This evidence may consist of college transcripts or placement assessment.

If a special student decides to pursue an associate’s degree, the student must meet all admission requirements for the degree-seeking student. Credit hours accumulated as a special student are not applicable to the final 24 semester hours required for an associate’s degree.

High School Students
Academically Talented Students
Academically talented or gifted students enrolled in grades 9, 10, 11, or 12 in state-approved high schools in Tennessee may, with the recommendation and approval of the high school principal and appropriate higher education institutional personnel, enroll in and receive regular college degree credit. The college course enrollment must be part of the student’s planned Individual Education Program (IEP) as established by the multidisciplinary team process.

An applicant who wishes to be admitted under this classification must complete a regular Application for Admission and a supplemental admissions form for academically talented and gifted high school students available in the Student Services Center.

Dual Enrollment
Dual Enrollment is the enrollment of a high school student in one or more specified college course(s) for which the student will be awarded both high school and college credit.

High school students who have completed the tenth grade, or its equivalent, may register for college course(s) each semester. Any applicant who wishes to be admitted for the dual enrollment program must meet the following requirements:

1. Submit a completed application for admission along with a non-refundable $5.00 application fee.
2. Meet all prerequisites for courses(s). Proof of subject competency will be determined by a score of 19 or higher on ACT (or SAT), ACT Compass, or ACT Residual* subtests.
3. Official transcripts from the high school verifying minimum cumulative grade point average of 3.0 on a 4.0 scale.
4. Provide written permission from parents/guardians and high school principal on supplemental Dual Enrollment Application form available through the Student Services Center.

For more information on dual credit courses, contact your high school principal or counselor. Credits earned may be applied to a certificate or degree when regular admissions requirements are met.

Joint Enrollment
Joint Enrollment is the enrollment of a high school student in one or more college course(s) for which the student will earn only college credit.

High school students who have completed the tenth grade, or its equivalent, may register for college course(s) each semester. It is not the intent that a Nashville State Tech course substitute for any required course or elective leading to graduation from high school under this program.

Any applicant who wishes to be admitted for joint enrollment must meet the following requirements:

1. Submit a completed application for admission along with a non-refundable $5.00 application fee.
2. Meet all prerequisites for courses(s). Proof of subject competency will be determined by a score of 19 or higher on ACT (or SAT), ACT Compass or ACT Residual* subtests.
3. Provide written permission from parents/guardians on supplemental Joint Enrollment Form.

Application forms and other admissions information is available through the Student Services Center.

*The ACT Residual may be taken at Nashville State Tech. ACT Residual means that the scores are used exclusively at NSTI and cannot be used for admission to another college or university.

Students Transferring to Other Colleges and Universities

Many students enroll at Nashville State Tech for the purpose of transferring to a four-year college or university. Most four-year degree programs are designed so that students complete general education requirements during the first two years of study. Nashville State Tech provides general education courses in humanities, social sciences, natural sciences and mathematics, speech and English that will transfer to four-year colleges and universities.

Nashville State Tech has articulation agreements with 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, and Western Kentucky University. Other colleges and universities also work with Nashville State Tech on a course-by-course evaluation of credits.

Students who are interested in completing general education requirements at Nashville State Tech should speak with an advisor in the Student Services Center to develop a program of study.

Degree-seeking students who are pursuing an Associate of Applied Science degree may transfer many of their major courses to a four-year college or university. After completing the Associate of Applied Science degree, these students should work with the department head of the receiving institution about transferability of the coursework.

Currently, the following four-year universities have transfer agreements with Nashville State Tech.

- 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
Academic standards and procedures

Associate Degree and Technical Certificate Requirements

It is the student’s responsibility to insure that all requirements for graduation are met. Students pursuing an associate degree or technical 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 option for change of catalog must be declared by the student 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. All candidates for an associate 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.

Minimum Residency Credit. For an associate degree the last 20 credit hours preceding graduation must be completed at Nashville State Tech. For the technical certificate, the last nine credit hours preceding graduation must be completed at Nashville State Tech.

Grade Point Average. A minimum cumulative grade point average of 2.0 based on all college-level course work completed at NST is required to earn an associate’s degree or certificate. Remedial and developmental coursework is not calculated in the requirements for graduation.

Application to Graduate. Each prospective candidate is required to apply for a degree or technical/academic certificate by submitting an Intent to Graduate form to the Records Office not later than the deadline published in the Academic Calendar. 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.

Each candidate for graduation must pay a $25 graduation fee at the time of filing the Intent to Graduate. All candidates are submitted for approval of the faculty before they are awarded a degree or certificate.

Students who do not complete all requirements by the graduation term indicated on their Intent to Graduate form must file an Update to Intent to Graduate in the Records Office for a re-evaluation and extension of registration eligibility.

Graduation Evaluation. Each student who applies for graduation will be evaluated according to the provisions of the declared catalog, provided graduation is within six years from the date of admission and the student has maintained continuous enrollment at Nashville State Tech. Continuous enrollment is defined as, “Completion of at least one Nashville State Tech course during each academic year after the first term of enrollment.” Credit which was earned earlier than six years prior to graduation will be subject to review and evaluation by the appropriate academic department. Students completing all program requirements will be issued a diploma or certificate accordingly.

End-of-Program Assessment Testing. All students are required, as a prerequisite for graduation, to take one or more tests to assess the effectiveness of Nashville State Tech’s program instruction. All associate degree candidates for graduation must complete the ACT-COMP test, which measures achievement in general education. Those students enrolled in Engineering Technology programs must see the Department Head for program assessment testing requirements. Students in other degree majors may be required to complete an Exit Examination prior to graduation. No minimum score or level of achievement is needed for graduation; however, minimum score requirements may be required for licensure, certification, or specific individual degree majors. Check with your advisor for further information.

Students must complete all required tests and must authorize release of their scores to Nashville State Tech to fully comply with this requirement.
Graduation Exercises. Nashville State Tech graduation exercises are held each year at the end of the spring term. All students who fulfill the requirements for an associate degree or technical certificate during the academic year are required to participate in the graduation exercises unless excused by the Dean of Student Services.

Completion of a Second Major. Students who have completed an A.A.S. degree with Nashville State Tech may earn a second major by completing all requirements for the additional major that have not already been fulfilled by the A.A.S. degree. A Certificate of Completion will be awarded to students completing a second major. To receive the certificate, the student must submit an Intent to Complete a Second Major 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.

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.

Statement of Critical Outcomes

A Nashville State Tech 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 Tech 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:

- 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 Tech 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 Tech allows the Nashville State Tech 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:

- Resources: time, money materials, facilities, and human resources with an emphasis on high quality and in accordance with ethical principles.

- Interpersonal Communication: skills which contribute to group and team work, teach others, provide leadership, and work successfully with diverse people.

- Information: acquiring, organizing and evaluating data, interpreting and communicating information, and utilizing computers to process information.

- Systems: social, organizational and technological systems to monitor and continually improve the performance of the system and of individuals.

- Technologies: selection of appropriate equipment and tools, applying technology appropriately, and maintaining and troubleshooting technical equipment.

Honors Program

The Honors Program at Nashville State Tech offers highly motivated student 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 scores on the ACT or SAT. Returning or continuing students must have completed twelve hours with a GPA of 3.0 or higher. A written recommendation by a high school or college teacher or counselor is acceptable, also.
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 Social Sciences department at 615-353-3531.

Grading Standards and Records
Grades reflect student progress in course content. Nashville State Tech grades on a four-point system as follows:

<table>
<thead>
<tr>
<th>Credit Grade</th>
<th>Quality Points Per Credit Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Superior</td>
<td>4</td>
</tr>
<tr>
<td>B Excellent</td>
<td>3</td>
</tr>
<tr>
<td>C Average</td>
<td>2</td>
</tr>
<tr>
<td>D Passing, but below average</td>
<td>1</td>
</tr>
</tbody>
</table>

Note: A grade of C or better is required in some specified courses.

F Failure 0
WF Failure for non-attendance; administratively withdrawn 0

Other Marks
W Withdrawal Withdrawal from course initiated by the student.
WD Withdrawal Non-punitive withdrawal (Remedial and Developmental courses only.) Approval given by Program Director only.
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 record.
X Continuation The X indicates the student attempted a 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 remedial and developmental courses. An overall maximum of 15 semester hours of X is allowed. Veterans who are receiving benefits cannot be awarded an X grade in any course.

S Satisfactory Satisfactory performance has been demonstrated by the student.
U Unsatisfactory Unsatisfactory performance.

AU Audit
Grades of W, WD, 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 only are given in remedial and developmental studies. Students receiving VA educational benefits cannot be given an “X” grade.

Appeal of a Grade
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.

Grade appeals are allowed only when the instructor has not used stated criteria, applied criteria unfairly, or made alleged errors in the calculation or recording of a grade. A student shall first confer with the instructor. If the problem cannot be resolved, the student may initiate the appeal procedure. Information is available from the office of the Vice President of Academic Affairs.

Grade Point Average
The minimum cumulative grade point average required for an associate degree or technical certificate is 2.0 based on all college-level course work completed at NST.

The following grade point system is used in determining the grade point average (GPA):

For each credit hour of A .......... 4 quality points
For each credit hour of B .......... 3 quality points
For each credit hour of C .......... 2 quality points
For each credit hour of D .......... 1 quality point
For each credit hour of F/ WF .......... 0 quality points

Academic Standards and Procedures
The scholastic standing of a student is expressed in terms of grade point average, which is calculated by dividing the total number of quality points earned by the total number of credit hours attempted. Following is an example:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours Attempted</th>
<th>Value of Grade/Points</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 1111</td>
<td>3</td>
<td>C(2)</td>
<td>6</td>
</tr>
<tr>
<td>ACT 1160</td>
<td>5</td>
<td>B (3)</td>
<td>15</td>
</tr>
<tr>
<td>MAT 1140</td>
<td>5</td>
<td>B (3)</td>
<td>15</td>
</tr>
<tr>
<td>SOC 1111</td>
<td>3</td>
<td>A (4)</td>
<td>12</td>
</tr>
<tr>
<td>16</td>
<td></td>
<td></td>
<td>48</td>
</tr>
</tbody>
</table>

GPA = 3.0

To get the quality points listed in the last column, multiply the number of credit hours for each course (column 2) by the point value of the grade earned (column 3). Then divide the point total (48) by the credit hour total (16) for a GPA of 3.0.

The section on Repeated Courses explains the computation of the GPA for students who repeat courses.

**Probation and Suspension**

Academic probation and suspension will be based on the cumulative quality point average for all course work, including remedial and developmental, shown below:

<table>
<thead>
<tr>
<th>Program: Associate Degree’ Programs:</th>
<th>Minimum Required QPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester Credit Hours Attempted</td>
<td></td>
</tr>
<tr>
<td>0.0 - 14.0</td>
<td>No Minimum</td>
</tr>
<tr>
<td>14.1 - 26.0</td>
<td>1.0</td>
</tr>
<tr>
<td>26.1 - 40.0</td>
<td>1.4</td>
</tr>
<tr>
<td>40.1 - 48.0</td>
<td>1.7</td>
</tr>
<tr>
<td>48.1 - 56.0</td>
<td>1.9</td>
</tr>
<tr>
<td>56.1 - and above</td>
<td>2.0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program: Technical Certificate Programs:</th>
<th>Minimum Required QPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester Credit Hour Attempted</td>
<td></td>
</tr>
<tr>
<td>0 - 8</td>
<td>No Minimum</td>
</tr>
<tr>
<td>9 - 16</td>
<td>1.50</td>
</tr>
<tr>
<td>17 - 24</td>
<td>1.75</td>
</tr>
<tr>
<td>25 and above</td>
<td>2.0</td>
</tr>
</tbody>
</table>

A student whose cumulative quality point average (QPA) falls below the minimum required level in any term will be placed on academic probation for the subsequent term of enrollment. During the probationary term, the student must attain the minimum acceptable cumulative QPA, or a 2.0 QPA for that term. If the student achieves a 2.0 for the term but the cumulative QPA remains below the minimum required, the student will remain on probationary status until the minimum cumulative QPA is attained. If a student on probation does not achieve either a 2.0 term QPA or the minimum cumulative QPA, the student will be placed on suspension for one term. 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 Academic 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 probation requirements for a second time will be suspended for one calendar year.

Returning students who have experienced a one year suspension are required to go through a Career and Life Planning counseling program with a Student Services Counselor to assess career and education options prior to course registration.

Probation and suspension for Special Students (students not pursuing a degree or certificate) will be based on the same policy as degree seeking students.

**ACADEMIC ACTION APPEALS:** A student who believes extenuating circumstances or unusual hardship affected his or her ability to achieve the minimum academic standard may appeal the academic action. A written appeal must be submitted to the Records Office within seven days of receiving the notice of suspension. The appeal must outline the reasons for the request and any supporting documentation should be attached. The Academic Review Committee will review the appeal and make a final determination on 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.

**Class Enrollment**

NSTI averages 16 students per class, compared to other 2-year institutions that average 18 per class.
Academic Progress in Remedial and Developmental Courses

Students who fail to meet course exit criteria after one attempt will be placed on probation. Students on probation who fail to meet exit criteria after a second attempt will be suspended and denied admission to the college for a minimum of one term. The summer term is not counted as a semester of suspension. Students failing to meet exit criteria after a third attempt are denied admission for one full year.

Remedial/Developmental students who fail to receive an A, B, or C in a remedial/developmental class after a second attempt will be placed on one semester’s suspension from the college. The summer term is not counted as a semester of suspension. Grades of W, F, WF, or X count as attempts when determining suspension. Students appealing a remedial/developmental suspension must submit a written request for review of the suspension to the Academic Skills Department within seven days of receiving the notice of suspension. 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.

Transcript of Academic Record

Permanent academic records for each student are maintained by the Records Office. All transcript requests must be in writing; they will not be taken by telephone. Faxed requests with required information and student signature are acceptable. Transcript requests received via E-Mail/Internet will be honored if the student PIN number is included with the request. 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 copies of their transcripts at one time without paying a fee. Additional transcripts will cost $3 each. Students may obtain an unofficial (student) copy by request in person at the Records Office. Proper identification will be required when requesting transcripts 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 at $1 for the first page and $0.50 for each additional page.

Options for Earning Advanced Standing

Students at Nashville State Tech 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 NSTI 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 Nashville State Tech 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 Nashville State Tech 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 at Nashville State Tech, credit may be given for that course if the material covered is sufficiently equivalent to the Nashville State Tech course. In all cases a student must have earned a minimum of 64 semester hours to meet the graduation requirements for the Associate of Applied Science degree. Grades earned at another institution are not used to compute a student’s grade point average at Nashville State Tech.
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

<table>
<thead>
<tr>
<th>AP Exam</th>
<th>NSTI Course</th>
<th>SH credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art-History of Art</td>
<td>HUM 1111-Appreciation of the Arts</td>
<td>3</td>
</tr>
<tr>
<td>Biology</td>
<td>BIO 1150-Concepts of Biology</td>
<td>4</td>
</tr>
<tr>
<td>Chemistry</td>
<td>CHE 1110-General Chemistry I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>CHE 1111-General Chemistry Lab I</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>CHE 1120-General Chemistry II</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>CHE 1121-General Chemistry Lab II</td>
<td>1</td>
</tr>
<tr>
<td>Economics</td>
<td>ECO 1110-Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ECO 1111-Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>English-Literature &amp; Composition</td>
<td>ENG 2131-Intro to Literature</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ENG 2132-Intro to Literature II: Poetry and Drama</td>
<td>3</td>
</tr>
<tr>
<td>Environmental Science</td>
<td>BIO 2000-Environmental Science</td>
<td>4</td>
</tr>
<tr>
<td>French-Language</td>
<td>FRE 1111-French I</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>FRE 1112-French II</td>
<td>4</td>
</tr>
<tr>
<td>German-Language</td>
<td>HUM 1999-Humanities Elective</td>
<td>4</td>
</tr>
<tr>
<td>Government and Politics</td>
<td>POL 1111-Political Science</td>
<td>3</td>
</tr>
<tr>
<td>History-United States</td>
<td>HIS 2112-The American People Since Mid-19th Century</td>
<td>3</td>
</tr>
<tr>
<td>Latin-Language</td>
<td>HUM 1999-Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics-Calculus AB</td>
<td>MAT 1150-Basic Calculus</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>MAT 2000-Introduction to Calculus</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics-Calculus BC</td>
<td>MAT 2310-Analytic Geometry &amp; Calculus I</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>MAT 2320-Analytic Geometry &amp; Calculus II</td>
<td>4</td>
</tr>
<tr>
<td>Mathematics-Statistics</td>
<td>MAT 2110-Statistics</td>
<td>3</td>
</tr>
<tr>
<td>Physics B</td>
<td>PHY 1110-College Physics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>PHY 1111-Physics Lab I</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>PHY 1120-College Physics II and.</td>
<td>5</td>
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<tr>
<td></td>
<td>PHY 1121-Physics Lab II</td>
<td>1</td>
</tr>
<tr>
<td>Psychology</td>
<td>PSY 111-Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Spanish-Language</td>
<td>SPA 1111-Spanish I a n d</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>SPA 1112-Spanish II</td>
<td>4</td>
</tr>
</tbody>
</table>

College-Level Examination Program (CLEP)

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

A student interested in taking a CLEP test should contact the Nashville State Tech Testing Center at 615-353-3564/3565. There is a $44 fee for each CLEP examination.

<table>
<thead>
<tr>
<th>CLEP EXAMINATIONS WITH NSTI COURSE EQUIVALENCIES</th>
<th>GENERAL EXAMINATIONS</th>
<th>Minimum Acceptable Score</th>
<th>Credit Hours Awarded</th>
<th>NSTI Course Equivalencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition with Essay</td>
<td>420</td>
<td>3-6</td>
<td>ENG 1111; ENG 1112</td>
<td></td>
</tr>
<tr>
<td>Humanities</td>
<td>420</td>
<td>3-6</td>
<td>HUM elective</td>
<td></td>
</tr>
<tr>
<td>Mathematics, College</td>
<td>420</td>
<td>3-6</td>
<td>MAT elective (MAT 1120, 1160)</td>
<td></td>
</tr>
<tr>
<td>Natural Sciences</td>
<td>420</td>
<td>3-6</td>
<td>PSC elective (PSC 1010, 1020)</td>
<td></td>
</tr>
<tr>
<td>Social Sciences &amp; History</td>
<td>420</td>
<td>3-6</td>
<td>SOC SCI elective</td>
<td></td>
</tr>
<tr>
<td>SUBJECT EXAMINATIONS</td>
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<td></td>
<td></td>
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<tr>
<td>COMPOSITION AND LITERATURE</td>
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<tr>
<td>American Literature</td>
<td>46</td>
<td>3</td>
<td>ENG 2134</td>
<td></td>
</tr>
<tr>
<td>Analyzing and Interpreting Literature</td>
<td>47</td>
<td>3-6</td>
<td>ENG 2131; ENG 2132</td>
<td></td>
</tr>
<tr>
<td>Composition, Freshman College</td>
<td>44</td>
<td>3-6</td>
<td>*Essay req’d ENG 1111; ENG 1112</td>
<td></td>
</tr>
<tr>
<td>English Literature</td>
<td>46</td>
<td>3-6</td>
<td></td>
<td></td>
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<tr>
<td>FOREIGN LANGUAGES</td>
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<tr>
<td>French-College Level 1</td>
<td>39</td>
<td>4</td>
<td>FRE 1111</td>
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<tr>
<td>(two semesters)</td>
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<tr>
<td>French-College Level 2</td>
<td>45</td>
<td>3</td>
<td>FRE 1111; FRE 1112</td>
<td></td>
</tr>
<tr>
<td>(two semesters)</td>
<td></td>
<td></td>
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<tr>
<td>German-College Level 1</td>
<td>36</td>
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<tr>
<td>(two semesters)</td>
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<tr>
<td>German-College Level 2</td>
<td>42</td>
<td>8</td>
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<tr>
<td>(two semesters)</td>
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<tr>
<td>Spanish-College Level 1</td>
<td>45</td>
<td>4</td>
<td>SPA 1111</td>
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</tr>
<tr>
<td>(two semesters)</td>
<td></td>
<td></td>
<td>SPA 1111; SPA 1112</td>
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</tr>
<tr>
<td>Spanish-college Level 2</td>
<td>50</td>
<td>8</td>
<td></td>
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<tr>
<td>(two semesters)</td>
<td></td>
<td></td>
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<tr>
<td>SOCIAL SCIENCES AND HISTORY</td>
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<td>American Government</td>
<td>47</td>
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<td>SOC SCI Elective</td>
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<tr>
<td>Educational Psychology</td>
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<td>3</td>
<td>SOC SCI Elective/ EDU Elective</td>
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<tr>
<td>Introduction to</td>
<td>47</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>History of the United States I</td>
<td>47</td>
<td>3</td>
<td>HIS 2111</td>
<td></td>
</tr>
<tr>
<td>Early Colonizations to 187</td>
<td>47</td>
<td>3</td>
<td>HIS 2112</td>
<td></td>
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<tr>
<td>History of the United States II</td>
<td>46</td>
<td>3</td>
<td>HIS 2112</td>
<td></td>
</tr>
<tr>
<td>1865 to the Present</td>
<td>46</td>
<td>3</td>
<td>HIS 2112</td>
<td></td>
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<tr>
<td>Macroeconomics, Principles of</td>
<td>44</td>
<td>3</td>
<td>ECO 1111</td>
<td></td>
</tr>
<tr>
<td>Microeconomics, Principles of</td>
<td>44</td>
<td>3</td>
<td>ECO 1121</td>
<td></td>
</tr>
<tr>
<td>Psychology, Introductory</td>
<td>47</td>
<td>3</td>
<td>PSY 1111</td>
<td></td>
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<tr>
<td>Sociology, Introductory</td>
<td>47</td>
<td>3</td>
<td>SOC 1111</td>
<td></td>
</tr>
<tr>
<td>Western Civilization I</td>
<td>46</td>
<td>3</td>
<td>HIS 2121</td>
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<tr>
<td>Ancient Near East to 1648</td>
<td>46</td>
<td>3</td>
<td>HIS 2122</td>
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<tr>
<td>Western Civilization II</td>
<td>47</td>
<td>3</td>
<td></td>
<td></td>
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<tr>
<td>Ancient Near East to 1648</td>
<td>47</td>
<td>3</td>
<td></td>
<td></td>
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<tr>
<td>SCIENCE AND MATHEMATICS</td>
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<tr>
<td>Algebra, College</td>
<td>46</td>
<td>3</td>
<td>MAT 1120</td>
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<tr>
<td>Algebra-Trigonometry, College</td>
<td>45</td>
<td>4</td>
<td>MAT 1120 or MAT 1130</td>
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</tr>
<tr>
<td>Biology, General</td>
<td>46</td>
<td>4</td>
<td>BIO 1150</td>
<td></td>
</tr>
</tbody>
</table>
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 NSTI.

Equivalencies for Prof. Legal Secretary Exam & Certified Professional Secretary Exams

<table>
<thead>
<tr>
<th>Professional Legal Secretary Exam</th>
<th>OAD 1120 .........4</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>OAD 1130 .........4</td>
</tr>
<tr>
<td></td>
<td>OAD 2400 ..........4</td>
</tr>
<tr>
<td></td>
<td>OAD 2540 ..........4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Certified Professional Secretary Exam</th>
<th>OAD 1400 ..........4</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>OAD 2400 ..........4</td>
</tr>
<tr>
<td></td>
<td>OAD 2800 ..........4</td>
</tr>
<tr>
<td></td>
<td>SOC 1999 ..........3</td>
</tr>
</tbody>
</table>

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 of Applied Science degree be fewer than sixty-four (64).

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 Nashville State Tech college-level courses through successful completion of comprehensive examinations.

To be eligible for Credit by Examination, a student:
- must be currently enrolled in classes at Nashville State Tech
- must meet any prerequisite requirement established for the course for which the exam is requested
- 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
- 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 his/her faculty advisor. 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 which may relate to the program of study being pursued at Nashville State Tech may be eligible for advanced standing. Nashville State Tech has formal articulation agreements with many high schools which outline the possibilities for credit at the high school level.

The student must request review by the department head responsible for the course which relates 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.

NSTI 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 AAS degree program.

Tech Prep

Tech Prep is part of a national effort to bridge the move from high school to a two-year college. Nashville State Tech and high schools in Cheatham, Davidson, Dickson, Houston, Humphreys, Montgomery and Stewart counties have agreements that help students begin preparing for rewarding technical careers while still in high school. Credit by Articulation Agreement at Nashville State Tech is a part of this program. High school students should see their principal or counselor concerning enrollment in Tech Prep. Eligible programs in this catalog are marked with TechPrep.

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 Tech recognizes and awards credit for military service schools which the student has satisfactorily completed and for which Nashville State Tech 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. Other recognized publications may be consulted, if necessary, in the evaluation of armed services schools. No more than 50 percent of the credit hours required to obtain an associate 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.
Regulations and Procedures

Academic Advising Policy

Students must personally assume the responsibility for completing all requirements established by the college for their degree or certificate. 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.

All entering degree-seeking students work with a faculty advisor in their major after completion of two semesters. First time freshmen are advised in Student Services and all other students are assigned faculty advisors.

Absence from Class

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.’

Academic Fresh Start

“Academic Fresh Start” is a plan of academic forgiveness provided for undergraduate students who have demonstrated academic responsibility following their return to school after having been separated from all institutions of higher education for a minimum of four years. The Academic Fresh Start allows the calculation of the quality point average and credit hours toward graduation to be based only on work done after returning to college. A student may request Academic Fresh Start through the Records Office. Following an application for Fresh Start, the student must complete at least 15 semester hours of degree course work with a minimum QPA of 2.0 for all work attempted.

Once the above requirements have been satisfied, the student may be awarded Academic Fresh Start. The student may be granted a Fresh Start only once. The student’s permanent record will remain a record of all work; however, upon granting of the Fresh Start, the student will forfeit the use for degree or certification purposes all college or university degree credit (including transfer credit) earned prior to the four-year separation.

The student’s transcript will note that the Fresh Start was made and the date of the Fresh Start. The record will also carry the notation: “QPA and credit totals are based only on the work beginning [with the date of the Fresh Start].”

A student who plans to transfer to another institution should contact that institution to determine the impact of Academic Fresh Start prior to implementing the program at Nashville State Tech. If assistance is needed, a student should contact the Records Office.

Adding or Dropping Courses

A student desiring to add or drop a course must do so by the add/drop 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. Students may not withdraw from a remedial or developmental course except for extraordinary reasons and only with special permission from the department head of the Academic Skills Department or the department heads representative. If a student stops attending class without officially dropping the class, the student will receive a failing grade (WF). Add/drop forms are available in the Student Services Center.

Add/drops 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.

Audits

An audit student may enroll in classes on the first day of late registration if space is available. No changes are permitted after this time. No late registration fee is assessed. If students are officially registered in a class for credit, they cannot change that class to audit. The auditor 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 load. Remedial and developmental courses cannot be audited. State employees may not use a fee waiver to audit courses.
Classification of Students
A student who has completed fewer than 32 credit hours shall be classified as a freshman. A sophomore must have completed 32 or more hours of college-level course work at Nashville State Tech, or a combination of course work at Nashville State Tech and transfer credit.

Credit Hours
The unit of credit at Nashville State Tech 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 fifteen weeks. This includes class time and out-of-class work.

Non-credit instruction is recorded in continuing education units (CEUs). One CEU requires ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction.

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 the front of this 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.

Honors
DEAN’S LIST: Degree-seeking students who achieve a term QPA of at least 3.5 based on college-level course work, during any semester in which they enroll for at least six semester hours will be listed on the Dean’s List. Students on probationary status or Remedial/Developmental 2-Attempt Suspension are not eligible for the Deans List.

GRADUATION HONORS: Candidates for the associate’s degree or 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.

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. Any exception to this must be approved by the Vice President of Academic Affairs 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 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. 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.

Student Course Load
A part-time student carries an academic load of fewer than 12 hours. Twelve or more hours is considered full time for certification purposes for veterans benefits, vocational rehabilitation and other similar benefit programs.

If a student has low academic achievement when entering the college, or is placed on probation while attending the college, the student will be advised to carry a maximum of 14 semester credit hours.

Students employed full or part-time should reduce their course loads accordingly to assure satisfactory academic performance.

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 advisor or academic department head is required.

Veterans’ Benefits
Veterans and eligible dependents of veterans who wish to apply for Department of Veterans Affairs (DVA) educational benefits must contact the Veterans Affairs Program Coordinator in the Records Office for information and completion of necessary forms.

VA benefits cannot be paid until the student has applied for admission to NSTI and the program of training has been certified to DVA by the VA Coordinator. All required documentation must be provided by the student to the Admissions Office and the VA Coordinator by the end of the first term of enrollment to avoid overpayment or cancellation of benefits.

To determine specific eligibility requirements, students should direct questions to the VA Coordinator or to the DVA Regional Office at 1-800-827-1000.

Service members Opportunity College (SOC)
Nashville State Tech is a member of Service members Opportunity Colleges (SOC), a consortium of colleges and universities which provides a full range of associate, baccalaureate and graduate degrees to military service members,
civilian employees of the Department of Defense, and their family members throughout the world. As a SOC member, Nashville State Tech recognizes the unique nature of the military lifestyle and is committed to easing the transfer of relevant course credits, providing flexible academic residency requirements, and crediting learning from appropriate military training and experiences.

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 academic advisor. 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 0) must secure the required signatures of approval as indicated on the Add/Drop/Withdrawal Form obtained from the Student Services Center. The last day to withdraw from the college is listed in the front of this catalog in the calendar for each semester. Normally, this is the fiftieth 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 Dean of Student Services, or the Vice President of 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 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.

Withdrawal, Administrative
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 (2) 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.
3. The “WF” grading standard counts as an attempt for remedial and developmental studies.
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. These changes will govern current and formerly enrolled students. Enrollment of all students is subject to these conditions.

Current information may be obtained from the following sources:

Admission Requirements ...............Admissions Office
Course Offerings .....................Department or Division Offering Course
Degree Requirements ...............Vice President of Academic Affairs

Fees and Tuition .................Business Office

Nashville State Tech provides the opportunity for students to increase their knowledge by providing programs of instruction in the various disciplines through faculty who, in the opinion of Nashville State Tech, 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 Tech 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.

Confidentiality of Student Records

It is the policy of Nashville State Tech to comply with the Family Educational Rights and Privacy Act of 1974, as amended, and, in so doing, 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 the public unless otherwise requested by the student. A student who desires that any or all of the listed “Directory Information” not be released must complete the appropriate form in the Records Office. This request shall remain in effect unless or until revoked by the student.

Graduating/transferring students desiring non-disclosure after leaving NST 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.

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

Rights and Responsibilities of Nashville State Tech

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.

College Liability

Nashville State Tech 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 Tech, 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.

Student Issues
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 Tech makes available to all students information relative to the institution’s security policies and procedures. Upon request, crime statistics and policies may be obtained by contacting the Chief of Security.

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 Nashville State Tech Student Handbook or from the Student Services Center.

Student Code of Conduct
Nashville State Tech students are citizens of the community and are expected to maintain acceptable standards of conduct. Admission to Nashville State Tech 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 Tech has developed a Student Code of Conduct which is contained in the Nashville State Tech Student Handbook. The Student Code of Conduct is intended to govern student conduct on the campus of Nashville State Tech.

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.

Student Services
Campus Visitation
Campus visits may be scheduled by calling 615-353-3399.

English as a Second Language (ESL)
Students who speak English as a second language may receive special assistance in the Learning Center and from the full-time ESL specialist on staff. Special college-preparatory courses as well as courses in the continuing education area provide non-native speakers with the language skills they need to be successful in the workplace and in college.
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 Tech. 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 a free copy of The Student Guide from the Financial Aid Office. This federal publication provides an excellent overview of federal programs and eligibility requirements. Students may also inquire at the Financial Aid Office regarding individual circumstances that need to be considered when packaging financial aid. 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

There are several federal and state programs available to students at Nashville State Tech. These Title IV 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). These programs have a wide range of eligibility requirements. Even so, there are a number of general eligibility requirements common to each of these programs:

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 must complete the Free Application for Federal Student Aid (FAFSA) or a Renewal Application mailed from the U.S. Department of Education. The FAFSA can be obtained at the Financial Aid Office. The FAFSA or Renewal Application must be completed each year by students who wish to be considered for federal/state financial aid assistance for the subsequent academic year. You may also submit a FAFSA application through the WEB at http://www.fafsa.ed.gov. Students should include Nashville State Tech as a recipient of their information when completing Step 5 of the FAFSA or Renewal Application. Our institutional code number is 007534.

Students are encouraged to file their federal tax return prior to completing the FAFSA or Renewal Application. Nashville State Tech 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 or Renewal Application. 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 a student’s financial aid history is obtained through the National Student Loan Data System (NSLDS) when the FAFSA is being processed by the Federal Central Processing System. However, students who transfer during the 2000-01 award year must obtain a Financial Aid Transcript from all schools attended during the 2000-01 award year whether or not financial aid was received and whether or not they plan to transfer academic credit.
Students must also complete the Nashville State Tech 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.

A Financial Aid Award Notification will be sent to students after their financial aid file is complete. The awarding process generally does not begin until approximately mid-June prior to each award year.

It is the student’s responsibility to notify the Financial Aid Office of any changes to the FAFSA or Renewal Application Information.

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 2000-01 is expected to be $3,300 for a full-time student. 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 $200 per semester. Funding is limited. Eligible students must be enrolled in one or more credit hours.

**Tennessee Student Assistance Award**: A non-repayable grant to Tennessee residents whose “expected family contribution” is $1,900 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 1999-00 was $624.

**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 who have the lowest “expected family contribution.” 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 complete the FAFSA and the Nashville State Tech Loan Information Worksheet. Students must also provide any additional information as requested by the Financial Aid Office. Students must attend a pre-loan workshop for each loan application submitted, except in cases when a supplemental loan application is being submitted for the same payment period. 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. 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 and the Nashville State Tech Loan Information Worksheet. Students must also provide any additional information as requested by the Financial Aid Office. Students must attend a pre-loan workshop for each loan application submitted, except in cases when a supplemental loan application is being submitted for the same payment period. 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. 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. 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.

Federal Direct Loan Program: Nashville State Tech has been accepted by the Department of Education to participate in the Federal Direct Loan Program effective with the 1996-97 award year. If Nashville State Tech participates in this program, it would replace the current student loan application process which includes a lender and guaranty agency. The above loan programs would be managed directly between the federal government and Nashville State Tech. Students who have previously borrowed through the current lender/guaranty agency process and who later borrow through the Federal Direct Loan Program would have the opportunity to consolidate their prior loans into the Federal Direct Loan Program. It is uncertain whether Nashville State Tech will participate in the Federal Direct Loan Program during the 2000-01 award year. Students should inquire at the Financial Aid Office in regard to student loan processing.

Understanding the Nashville State Tech Financial Aid Notification

Students will receive a Financial Aid Notification after their financial aid file is complete. The awarding process generally does not begin until approximately mid-June prior to each award year. Since FSEOG and FWS funds are limited, awards will be made based on files completed at the time the awarding process begins. FSEOG and FWS awards are further based on the date the federal processor received the FAFSA (with priority given to those received prior to May 1) and based on the student “expected family contribution” as determined by the Student Aid Report (with priority given to students with the lowest, “expected family contribution”).

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 1999-00 academic year. It should be noted that the cost of registration fees during the 1999-00 academic year (total for two semesters) for a full-time, in-state student was $1,290 including the student activity fee and technology access fee. The average allowance for books and supplies for the same period was $700.

- Cost of Attendance* .......... $5,455
- (less)Expected Family Contribution . 200
- Need for Financial Aid .......... $5,255

* 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 ................. $2,975
- Federal Supplemental Education Grant...400
- Tennessee Student Assistance Award . 600
- Total Award ...................... $3,975

It should be noted that in this example, the student received an amount of financial assistance which 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 $1,280 ($5,255 “need” less $3,975 total award), the student could receive additional assistance via student loans, scholarships, Federal Work-Study (based on awarding procedures noted above), 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

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 and/or FSEOG awards are sufficient to cover these costs. If students are only eligible to receive a student loan and if they have attended a pre-loan workshop, 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 they have another third-party source of financial assistance such as scholarships, Job Training Partnership Act Program, Vocational Rehabilitation, Single Parents/Displaced Homemakers Program, etc., they should be prepared to pay their registration fees at the point they register. Students should be prepared to purchase books and supplies.

Student Issues’
Disbursement of Federal/State Funds

If students' Federal Pell Grant or FSEOG awards exceed the amount owed for registration fees, they will receive a residual check approximately four weeks into the semester at our Business Office. Enrollment status at the point payment is authorized by the Financial Aid Office will determine the amount of the award. For example: If a student is enrolled in twelve 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).

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 Tennessee Student Assistance Award or 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, the amount of 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, Nashville State Tech is able to resolve overpayments by reducing awards for subsequent semesters during the same academic 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 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, Nashville State Tech will be responsible for making the repayment. In such cases, Nashville State Tech 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 the Nashville State Tech 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, Nashville State Tech will implement a new policy and procedure as related to Return of Title IV Funds as required by the Higher Education Amendments of 1998 (34 CFR Part 668.22). This new policy will replace 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 Nashville State Tech 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 your last date of attendance, your required registration fees, the total amount of Title IV assistance you received, the percentage of Title IV assistance you earned, the amount of Title IV assistance you 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 ......................... $700.00
Title IV aid for the Period: .............. $3,000.00
*Amount of Title IV applied to account ...... $700.00
The information regarding scholarships is presented upon funding. The number of awards in each category is contingent for complete guidelines and applications. Students are encouraged to contact the Financial Aid Office will be made in the following sequence:

May 1, preceding each award year. Further priority with ED before being eligible to receive future Title IV assistance at any school.

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 in the upper one-fourth of their senior class with at least a 2.9 high school grade point average. The priority date to make application is May 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 Nashville State Tech. After May 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.

Middle Tennessee Industrial Distributor's Association, Inc. Scholarship: Four $1,000 scholarships are awarded each year to selected applicants who have completed at least one year as full-time students at Nashville State Tech with a minimum cumulative grade point average of 3.0 each semester and continue to be enrolled as full-time students in Automation Robotics Technology, Electrical Engineering Technology, Electronic Engineering Technology, Industrial Engineering Technology, Manufacturing Engineering Technology, and Mechanical Engineering Technology. Financial need and education/career goals are also considered in the selection process.

Minority Scholarship: This scholarship is awarded to African-American students. The priority application date is May 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 Tech Environmental Scholarship: Applicants must have demonstrated a concern for our environment through prior work and volunteer experiences and be pursuing a career path in which they could have a positive impact upon our environment. Preference is given to applicants enrolled full-time in an associate degree in Environmental Technology or Civil and Construction Engineering Technology. Applicants must also have a cumulative G.P.A. of 3.0 based on at least twelve credit hours taken at Nashville State Tech. Two recipients will receive an amount of $500 during the Fall Semester of 2000. The priority date to make application for the scholarship is May 1 preceding each award year.

Using this scenario, Nashville State Tech would be required to refund $420.00 (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 or request that their future federal federal grants during the same award year at Nashville State Tech be adjusted by the amount owed. Otherwise, Nashville State Tech 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.
NASHVILLE TECH FOUNDATION SCHOLARSHIP:
Applicants must be enrolled at least half-time in an associate or technical certificate program. Applicants must have already completed at least six credit hours at Nashville State Tech in college-level courses with a 2.0 G.P.A. Applicants must complete the FAPSA and have a demonstrated "need" for financial aid but cannot be eligible to receive the Federal Pell Grant. Recipients will receive $700 for the award year ($350 per semester). The priority date to make application for the scholarship is May 1 preceding each award year.

NASHVILLE TECH FOUNDATION CULINARY SCHOLARSHIP:
Applicants must be enrolled full-time in the Culinary Science Program at Nashville State Tech. Applicants must have completed at least twenty-four credit hours of college coursework with a 2.5 G.P.A. of which at least eleven credit hours must have been completed within the Culinary Science Program at Nashville State Tech. Applicants must have completed ten 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 May 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 Nashville State Tech in an associate 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 $350 per semester allowance for books/supplies. If recipients maintain eligibility requirements, the scholarship is automatically renewed for up to a total of five semesters (excluding summer sessions) or until an associate degree is earned, whichever comes first. The priority date to make application for the scholarship is April 1 preceding each award year.

OTHER SCHOLARSHIPS: As additional scholarships become available, they are posted in the student newsletter Take One. Students may also inquire at the Financial Aid Office. Students are also encouraged to check with local organizations in reference to potential scholarships as well as with their employers.

Student Disability Services
Student Disability Services-provides assistance to students with documented physical, emotional, or learning disabilities. The SDS Director assists eligible students with academic planning and registration and serves as a liaison between students and faculty. The SDS staff assists in tutoring, testing, and securing appropriate technology as needed by students. For further information contact Diane Wood 615-353-3720 in L-106.

WORKFORCE INVESTMENT ACT (W-I-A): 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, earn low incomes, or are dislocated workers needing to update their skills for the changing job market. Nashville State Tech participates with eligible students in this program. Should you desire more information about the W-I-A Program, contact Gail Marzella at 353-3257, room D-26, or Lori Odom at 353-3747, room D-13B in the Student services Building for the name of your local certifying agency. The grant applies to associate and technical certificate programs.

VETERANS’ BENEFITS: Veterans and eligible dependents of veterans who wish to apply for educational benefits from the Veterans Administration (VA) should contact the Records Office at Nashville State Tech to complete the necessary forms to receive VA benefits.

Housing
Nashville State Tech 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 Information Center.

Learning Center
The Learning Center, located in the Library, offers drop-in academic assistance to all Nashville State Tech students. Services include access to computers for placement test preparation, tutorials in mathematics, science, reading, and writing, word-processing, and research on the internet, as well as person-to-person assistance from instructors and upper-level students in the areas of writing and mathematics. All services are free. For further information contact Mary Ann Grigg 615-353-3551.

Expenditures
NSTI put 83% of its resources into instruction and student service related activities, compared to 79% at other TBR two-year institutions.
Library
The Nashville State Tech Library enhances and facilitates learning. The Library is fully automated, with an on-line catalog and CD-ROM reference materials. It has an extensive collection of technical books and periodicals as well as recreational reading materials. The collection contains newspapers, video tapes, audio tapes, films, slide-tape sets, microcomputer software, and microfiche. Equipment is available for using these materials in the classroom or in the Library.

Faculty, staff, and students share in selection of library materials; student suggestions are especially welcome. Technical materials not available in the Library can be borrowed from other libraries.

**The Testing Center:** Housed in the Library, coordinates student tutoring sessions, offers make-up testing, assesses Nashville State Tech students for course placement, and serves as an ACT test site.

**Student Library Card:** Identification cards are issued to new students in the fall semester and successive semesters. The Library card will be used for library privileges, admittance to college-sponsored activities, student elections, and for other college services. The cards are made in the Library, during the first week of classes. There is no charge for the initial Library card.

Nashville State Tech's Library is open to anyone in the community. Hours are: Monday through Thursday from 7:45 a.m. to 8:00 p.m., Friday from 7:45 a.m. to 4:30 p.m., and Saturday from 9:00 a.m. to 2:00 p.m. during the academic year. Trained personnel provide willing assistance to Library users in a comfortable and pleasant setting. The Library has facilities for both group and individual study.

Orientation
During the summer term new students should attend one of several orientation programs. These programs orient students to the many services provided by Nashville State Tech. Information regarding New Student Orientation is available in the Student Services Center. All incoming degree-seeking students are strongly encouraged to attend.

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 Activities
The college encourages extracurricular activities which develop individual initiative, group leadership and cooperation. Student activities are faculty sanctioned and supervised. The organization and administration of student activities is a function of the Assistant Dean of Academic Services.

Student Services
Trained advisors are active participants in the academic, career, and life-planning services of the college. A developmental academic advising approach includes exploring life goals, identifying career and educational objectives, choosing appropriate academic programs, and selecting and scheduling of proper courses, and assisting students in making sound educational and career decisions.

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

Advisors are also available to assist students on an individual basis with problems and challenges which may arise while they are enrolled at the college.

Students after their first semester of enrollment will be assigned a faculty advisor. Students must meet with faculty advisors before registering for classes each semester.

**Student-Right-to-Know Policy:** Information about graduation rates of Nashville State Tech students is available from the Dean of Student Services, whose office is in the Student Services Center. The college complies with the Student-Right-to-Know legislation.

Student Government Association
The purpose of the Student Government Association is to promote and expand interest in student activities and to serve as an advisory group to both the administration and student body. All members of the Student Government Association are elected or appointed during the first four weeks of the fall semester and serve a one-year term. The faculty advisor is appointed by the president of Nashville State Tech. Information related to the Student Government Association can be found in the Nashville State Tech Student Handbook.

Student Organizations
Honor, social, and professional clubs are available to Nashville State Tech students. Information related to the various organizations can be obtained in the Student Services Center.
Expenses and Business Regulations

Nashville State Tech 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, Visa or MasterCard to the Business Office. If fees are paid by the student’s employer, 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 waivers or fee discounts forms must be turned in at the time of registration.

Business Office hours are 8:15AM - 6:30PM Monday - Thursday; 8:15AM - 4:00PM on Fridays; 8:15AM - 12:00 NOON on the last working day of the month; and 8:15AM - 4:30PM during semester breaks. Any other changes will be posted at the Cashiers office.

Maintenance and Tuition Fees

Current in-state and out-of-state fee amounts:

Maintenance Fee/In-State Students (subject to change) - $53 per credit hour, maximum of $599 per semester

Tuition/Out-of-State Students (subject to change) - $210 per credit hour ($53 fee plus $157 tuition), maximum of $2,393 per semester ($599 fee plus $1,794 tuition) in the academic year.

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

- Part time... $26.50 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 29 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.

Other Fees

Application Fee, non-refundable................. $5.00
Deferred Payment Service Fee................. $10.00
Deferred Payment Late Fee.................... $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
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....................... $5.00
Returned Check Fee............................. $20.00
Technology Access Fees:
..............................................$4.00 per, hour up to 11 hours
..............................................$50.00 at 12 hours

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

For additional 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 $45.00 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 ($5.00) non-refundable application fee.
3. Proof of age or physician’s certificate of total disability.

NOTE: Fees for Continuing Education Units (CEU’s) 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 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 $10.00 is assessed to defer costs of the program. Deferred payments that become delinquent are assessed a $25.00 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 canceled 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 thirty (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 bankcard and wishes to have a credit processed to his/her bankcard 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.
Refund Appeals Process

Maintenance fees, tuition and other charges:

a. Appeals must be in written form and addressed to the Vice President of Finance and Administrative Services.
b. Forms are available in the Vice President’s office, room W-35.
c. The appeal forms are routed to affected departments for input. Therefore, 15 working days from the receipt of the appeal will be required for processing the request.
d. 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.

Returned Checks

There is a $20.00 charge for any check accepted by the college that is returned. When a stop payment is issued 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 $10.00 will also be assessed for any returned check for registration fees, unless the student registered late initially. No student may re-enroll, graduate, receive grades, or receive a transcript until all accounts are settled. The term “account” includes any indebtedness to the college. Cash payment will be required of any student who has written multiple returned checks. The above policy on returned checks is in accordance with recommended and approved policies of the Tennessee Board of Regents.

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 $5.00. The vehicle registration decal may be displayed on a vehicle by the owner or driver 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.

Traffic Fines 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.
Nashville State Tech Bookstore
The Nashville State Tech 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 $20.00 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 AM - 6:30 PM
- Friday: 7:30 AM - Noon

When students are not present, the hours are:
- Monday - Friday: 7:30 AM - 4:30 PM

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 ten (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 percent 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.”
All academic programs of study, both two-year degree programs and one-year certificate programs, are listed in this section. The degree programs begin on page 56 and the certificate programs begin on page 103. Each listing includes a brief description of the program and a suggested schedule of courses.

The **Academic Skills Department** offers courses to strengthen academic skills and competencies, as described on page 119. Students cannot enroll in certain college-level courses until they have completed required Academic Skills courses or met the criteria of qualification.

**Tech Prep** is part of a national effort to bridge the move from high school to a two-year college. Nashville State Tech and high schools in Cheatham, Davidson, Dickson, Houston, Humphreys, Montgomery and Stewart counties have agreements that help students begin preparing for rewarding technical careers while still in high school. Credit by Articulation Agreement at Nashville State Tech is a part of this program. High school students should see their principal or counselor concerning enrollment in Tech Prep. Eligible programs in this catalog are marked with \( \text{Tech Prep} \).

The **Workforce and Community Education Services** offers approximately 150 Special Interest courses to develop employees’ skills in particular areas. A sample of these courses is listed on page 113.

**General Education, ESL, and Honors** courses to support technical programs and serve transfer students are described on page 119.

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**Thomas Murdic**

**Class of '73**

Even as a child growing up in Franklin, Tennessee, Thomas Murdic enjoyed playing with gadgets. When he heard about the classes offered at the new Nashville State Technical Institute, Murdic seized the opportunity to work with “lots of gadgets” in the Electrical Engineering program. Working odd jobs in Franklin, and also at the television station now known as WTVM, Murdic felt at home immediately in the family-like atmosphere of the school. “The degree program doesn’t lend itself to homesteading”, he said, describing the two year experience, which trains a student for job placement. Fellow students included Vietnam veterans and hippies, which made for interesting dialog between the students and instructors. “The instructors and staff were first rate,” he said. “Everybody was pulling for me and encouraging me.”

Upon graduating in 1974, Murdic’s degree in Electrical Engineering led him to the power industry. After a brief spell working for the Tennessee Valley Authority, he applied for a job at the Nashville Thermal Plant, which was being built in downtown Nashville. He was offered a position as an electrical technician and by 1978, had moved into management, supervising electrical control systems. “There were lots of technical challenges at the thermal plant,” Murdic remembered. “Alternative energy sources were very big at the time, due to the energy crisis, and the increasing gas prices.” The plant burns 1,000 tons of trash everyday, turning garbage into energy.

Murdic retired from “the biggest trash can in town” in 1999, but continues to keep a very busy calendar. He first became involved in civic activities during his college years, and continues to serve on numerous boards in Franklin, including the Planning Commission, which is responsible for the economic boom known as Cool Springs. “I’m a doer,” he stated. “I’ve been blessed, and cannot give back enough to the community. You’ve got to have a plan, however simple it may be, but you’ve got to do it.” Murdic’s plan has paid off handsomely, and it started at Nashville State Tech.
ARCHITECTURAL ENGINEERING TECHNOLOGY

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 methods, structures, surveying, and 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.

Note: The primary purpose of this degree is to prepare students for employment immediately following graduation from Nashville State Tech. 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 Tech, 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

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<tr>
<th>Course Description</th>
<th>Class</th>
<th>Lab</th>
<th>Credits</th>
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<td>ENG 1111 Composition I</td>
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<td>ENG 2112 Report Writing</td>
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<td>or SPE 1112 Fundamentals of Speech Communication</td>
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RECOMMENDED FULL-TIME SCHEDULE

FIRST YEAR

**Fall Semester**  
Cr.  
ENG 1111 Composition I ........................................ 3  
MAT 1140 Technical Mathematics ................................ 5  
ACT 1161 Residential Drafting and Construction ................. 4  
CAD 1200 Computer-Aided Drafting I .......................... 3  
CIT 1220 Materials and Methods of Construction .............. 3  
SPE 1111 Speech .................................................. 3  
Spring Semester  
MAT 1150 Basic Calculus ........................................ 3  
ACT 1341 Commercial Drafting and Codes ...................... 3  
ACT 1391 History of Architecture ................................ 3  
CAD 1300 Computer-Aided Drafting II .......................... 3  
CIT 1220 Materials and Methods of Construction .............. 3  
Social Sciences Elective ........................................ 3  
General Elective ................................................ 3

SECOND YEAR

**Fall Semester**  
Cr.  
ENG 2112 Report Writing ......................................... 3  
PHY 1110 College Physics I ...................................... 3  
PHY 1111 Physics Laboratory I ................................. 1  
ACT 2180 Building Utilities ...................................... 3  
ACT 2241 Advanced Architectural Drafting ..................... 3  
CIT 2110 Structural Mechanics ................................... 3  
CIT 2130 Surveying I ............................................. 3  
Spring Semester  
SPE 1111 Speech .................................................. 3  
or  
SPE 1112 Fundamentals of Speech Communication ............. 3  
PHY 1120 College Physics II ..................................... 3  
PHY 1121 Physics Laboratory II .................................. 1  
ACT 2440 Specifications and Estimating ......................... 3  
ACT 2460 Advanced Architectural CAD .......................... 3  
CIT 2400 Structural Design ...................................... 3  
Humanities Elective .............................................. 3

RECOMMENDED PART-TIME SCHEDULE

FIRST YEAR

**Fall Semester**  
Cr.  
ENG 1111 Composition I ........................................... 3  
CAD 1100 Technical Graphics ...................................... 2  
Spring Semester  
ACT 1161 Residential Drafting and Construction .............. 4  
MAT 1140 Technical Mathematics ................................ 5  
Summer Semester  
CAD 1200 Computer-Aided Drafting I .......................... 3  
Social Sciences Elective ........................................ 3

SECOND YEAR

**Fall Semester**  
Cr.  
MAT 1150 Basic Calculus ........................................... 3  
ACT 1341 Commercial Drafting and Codes ...................... 3  
Spring Semester  
CAD 1500 Computer-Aided Drafting II .......................... 3  
ENG 2112 Report Writing ......................................... 3  
Summer Semester  
ACT 1391 History of Architecture ................................ 3  
Humanities Elective .............................................. 3

THIRD YEAR

**Fall Semester**  
Cr.  
CIT 1220 Material and Methods of Construction ............... 3  
CIT 2130 Surveying I ............................................. 3  
Spring Semester  
ACT 2241 Advanced Architectural Drafting ..................... 3  
CIT 2110 Structural Mechanics ................................... 3  
Summer Semester  
PHY 1110 College Physics I ...................................... 3  
PHY 1111 Physics Laboratory I ................................... 1  
SPE 1111 Speech .................................................. 3  
or  
SPE 1112 Fundamentals of Speech Communication ............. 3

FOURTH YEAR

**Fall Semester**  
Cr.  
ACT 2460 Advanced Architectural CAD .......................... 3  
CIT 2400 Structural Design ...................................... 3  
Spring Semester  
PHY 1120 College Physics II ..................................... 3  
PHY 1121 Physics Laboratory II .................................. 1  
ACT 2160 Building Utilities ...................................... 3  
Summer Semester  
ACT 2440 Specifications and Estimating ......................... 3  
General Elective ................................................. 3

General education course requirements are listed on page 121.  
Cooperative Education work experience in Architectural 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 6 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 114 for more information.
AUTOMOTIVE SERVICE TECHNOLOGY

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

There are three 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 Student Service Educational Training Program (ASSET) in cooperation with Ford Motor Company; and
3. Automotive Training Educational Program (ATEP) in cooperation with Toyota Motors of America and selected 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 Tech 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 Bill Maxwell 615-353-3457, Gene Crook 615-353-3460, or Claude Whitaker 615-353-3449.

### COURSE REQUIREMENTS

<table>
<thead>
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### Core Courses

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<td>AMT 2110 Ford Electronic Systems/Computers</td>
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<td>AMT 2250 Diesel Engine Operations</td>
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<td>AMT 2340 Ford Engine Performance</td>
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General education course requirements are listed on page 121.
## ASEP
### FIRST YEAR
**Fall Semester**
- ENG 1111 Composition I .............................................. 3
- MAT 1140 Technical Mathematics ................................... 5
- AMT 1110 Automotive Service ........................................ 2
- EET 1190 GM Automotive Electricity I .............................. 4
  - co-op ........................................................................ 1

**Spring Semester**
- SPE 1111 Speech .............................................................. 3
- AMT 1126 Suspension and Steering .................................... 3
- AMT 2212 Automatic Transmissions II ............................... 3
  - co-op ........................................................................ 1

**Summer Semester**
- AMT 2330 Climate Control .............................................. 4
- EET 1290 GM Automotive Electricity II ............................. 3
- Social Sciences Elective .................................................. 3
  - co-op ........................................................................ 1

### SECOND YEAR
**Fall Semester**
- AMT 1122 Standard Transmissions/Drive Lines/ Differentials .............................................. 3
- PHY 1010 Applied Physics I .............................................. 3
- PHY 1011 Applied Physics Laboratory I ............................... 1
- AMT 2120 Automatic Transmissions I ................................. 3
  - co-op ........................................................................ 1

**Spring Semester**
- PHY 1020 Applied Physics II ............................................. 3
- PHY 1021 Applied Physics Laboratory II ............................. 1
- 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

### ASSET
### FIRST YEAR
**Fall Semester**
- MAT 1140 Technical Mathematics ................................... 5
- AMT 1110 Automotive Service ........................................ 2
- AMT 1310 Automotive Engines ........................................ 5

**Spring Semester**
- PHY 1010 Applied Physics I .............................................. 3
- PHY 1011 Applied Physics Laboratory I ............................. 1
- AMT 1810 Ford Electrical/Electronics ................................. 7

**Summer Semester**
- AMT 1124 Automotive Brakes ........................................... 3
- AMT 2330 Climate Control .............................................. 4
- PHY 1020 Applied Physics II ............................................ 3
- PHY 1021 Applied Physics Laboratory II ............................. 1

### SECOND YEAR
**Fall Semester**
- ENG 1111 Composition I .................................................. 3
- MAT 1140 Technical Mathematics ................................... 5
- AMT 1110 Automotive Service ........................................ 2
- EET 1192 Automotive Electricity ...................................... 4

**Spring Semester**
- SPE 1111 Speech .............................................................. 3
- AMT 1124 Automotive Brakes ........................................... 3
- AMT 1126 Suspension and Steering .................................... 3
  - Humanities Elective .................................................... 3

**Summer Semester**
- AMT 2330 Climate Control .............................................. 4
- EET 2292 Automotive Computer Systems ............................ 3
- MAT 1140 Technical Mathematics ................................... 5
- AMT 1310 Automotive Engines ........................................ 5
- EET 2192 Automotive Electronics ..................................... 4

### ATEP
### FIRST YEAR
**Fall Semester**
- ENG 1111 Composition I .................................................. 3
- MAT 1140 Technical Mathematics ................................... 5
- AMT 1110 Automotive Service ........................................ 2
- EET 1192 Automotive Electronics ..................................... 4

**Spring Semester**
- PHY 1010 Applied Physics I .............................................. 3
- PHY 1011 Applied Physics Laboratory I ............................. 1
- AMT 1310 Automotive Engines ........................................ 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

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 four concentrations: Financial Services Management, Small Business Administration, Customer Service, and Marketing

Note: The primary purpose of this degree is to prepare students for employment immediately following graduation from Nashville State Tech. 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 Tech, 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
Customer Service

Customer Service refers to every action by a business entity that augments the customer’s ability to realize the potential value of a product or service. In today’s competitive environment, companies must distinguish themselves through extraordinary customer service. Applicants for careers in business need to be prepared to deal with the public effectively and efficiently in order to enhance the agency for which they work, whether it be public or private.

The degree in Customer Service is designed to provide entry-level skills in the customer service area. The program will develop competence in problem solving, communication skills, conflict resolution, customer relations, management, and general business practices.

COURSE REQUIREMENTS

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<td>BUS 1113</td>
<td>Introduction to Business</td>
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<td>BUS 2111</td>
<td>Human Relations in Business</td>
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<td>BUS 2400</td>
<td>Principles of Management</td>
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<td>BUS 2600</td>
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<td>MKT 1227</td>
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<td>PHI 1000</td>
<td>Critical Thinking and Problem Solving</td>
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<td>PSY 1115</td>
<td>Psychology of Adjustment</td>
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Total Required - Associate’s Degree . . . . . . 65

General education course requirements are listed on page 121.
**RECOMMENDED FULL-TIME SCHEDULE**

**FIRST YEAR**

**Fall Semester**
- PHI 1000 Critical Thinking and Problem Solving .... 3
- ENG 1111 Composition I ................................................. 3
- MAT 1110 Business Mathematics .................................... 3
- BUS 1000 Introduction to Customer Service ................... 3
- PSY 1115 Psychology of Adjustment .................................. 3

**Spring Semester**
- SPE 1111 Speech .......................................................... 3
- Math Elective or Natural Science Elective .................... 3
- BUS 2111 Human Relations in Business ......................... 3
- BUS 1113 Introduction to Business ................................. 3
- MKT 2227 Sales Techniques ............................................. 3
- Co-op Elective or Technical Elective ............................. 3

**SECOND YEAR**

**Fall Semester**
- SPE 1112 Introduction to Human Communication ............... 3
- AIS 1180 Introduction to Microcomputing .......................... 3
- BUS 2600 Business Ethics .............................................. 3
- BUS 2310 Business Ethics .............................................. 3
- Co-op Elective or Technical Elective ............................. 3

**Spring Semester**
- SOC 2113 Social Psychology ........................................... 3
- SPA 1111 Spanish I ..................................................... 4
- BUS 2400 Principles of Management ................................. 3
- MKT 2220 Marketing ..................................................... 3
- Co-op Elective or Technical Elective ............................. 3

**RECOMMENDED PART-TIME SCHEDULE**

**FIRST YEAR**

**Fall Semester**
- ENG 1111 Composition I ................................................. 3
- BUS 1000 Introduction to Customer Service ................... 3

**Spring Semester**
- PHI 1000 Critical Thinking and Problem Solving ....... 3
- BUS 1113 Introduction to Business ................................. 3

**Summer Semester**
- MAT 1110 Business Mathematics .................................... 3

**SECOND YEAR**

**Fall Semester**
- PSY 1115 Psychology of Adjustment ................................ 3
- MKT 2227 Sales Techniques ............................................. 3

**Spring Semester**
- BUS 2400 Principles of Management ................................. 3
- Natural Science Elective or Math Elective .......................... 3

**Summer Semester**
- SPE 1111 Speech .......................................................... 3

**RECOMMENDED FULL-TIME SCHEDULE**

**THIRD YEAR**

**Fall Semester**
- SPE 1112 Introduction to Human Communication ............... 3
- BUS 2111 Human Relations in Business ............................. 3

**Spring Semester**
- SOC 2113 Social Psychology ........................................... 3
- Co-op Elective or Technical Elective ............................. 3

**Summer Semester**
- AIS 1180 Introduction to Microcomputing .......................... 4

**FOURTH YEAR**

**Fall Semester**
- SPA 111 Spanish I ..................................................... 4
- Co-op Elective or Technical Elective ............................. 3

**Spring Semester**
- BUS 2310 Business Ethics .............................................. 3
- BUS 2600 Business Law; Contracts .................................. 3
- MKT 2220 Marketing ..................................................... 3

**Summer Semester**
- Co-op Elective or Technical Elective ............................. 3

Cooperative Education work experience in Business Management (Customer Service) can be an important addition to a student’s formal classroom work. Co-op courses, if appropriate, may substitute for technical courses up to 9 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 114 for more information.

**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 which 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. AIB and CPCU catalogs are available upon request.

### COURSE REQUIREMENTS

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<td>BUS 1000 Introduction to Customer Service</td>
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<td>BNK 2110 Money and Banking</td>
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<td>BNK 2115 Negotiable Instruments</td>
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**Total Required - Associate's Degree**

### RECOMMENDED FULL-TIME SCHEDULE

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#### SECOND YEAR

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#### RECOMMENDED PART-TIME SCHEDULE

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#### THIRD YEAR

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#### FOURTH YEAR

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<tr>
<td>BNK 2110 Money and Banking</td>
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</table>
**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, and general business practices.

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<thead>
<tr>
<th>COURSE REQUIREMENTS</th>
<th>Class Lab Credits</th>
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**Technical Specialty**

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<tr>
<td>MKT 2221 Distribution Management</td>
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Co-op or Technical Elective

Any Business or Economics course in addition to required courses 3 0 3

**Total Required - Associate's Degree** 70

**RECOMMENDED FULL-TIME SCHEDULE**

**FIRST YEAR**

<table>
<thead>
<tr>
<th>COURSE REQUIREMENTS</th>
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**SECOND YEAR**

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<td>MKT 2221 Distribution Management</td>
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**RECOMMENDED PART-TIME SCHEDULE**

**FIRST YEAR**

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**SECOND YEAR**

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SECOND YEAR

Fall Semester
ACC 1104 Principles of Accounting I ............................. 4
AIS 1180 Introduction to Microcomputing .......................... 4

Spring Semester
ACC 1105 Principles of Accounting II ............................. 4
ECO 1111 Principles of Macroeconomics or ECO 2111 Principles of Microeconomics .......................... 3

Summer Semester
SPE 1111 Speech ...................................................... 3

THIRD YEAR

Fall Semester
AIS 1138 Microcomputer Software for Business ................. 4
MKT 2221 Distribution Marketing ..................................... 3

Spring Semester
MKT 2220 Marketing .................................................. 3
BUS 2111 Human Relations in Business ............................. 3
BUS 2310 Business Ethics ............................................. 3

Summer Semester
Natural Science or Mathematics Elective ......................... 3

FOURTH YEAR

Fall Semester
MKT 1227 Sales Techniques ........................................... 3
OAD 1500 Presentation Software ....................................... 3

Spring Semester
BUS 2600 Business Law: Contracts ................................. 3
Technical Elective ....................................................... 3

Summer Semester
Social Science 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 which are appropriate for small organizations can be used by employees in large organizations who wish to upgrade skills to use within the company for which they work. 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 and 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
ENG 1111 Composition I ............................................. 3
SPE 1111 Speech ....................................................... 3

Humanities Elective
Humanities Elective ................................................... 3

Mathematics
MAT 1110 Business Mathematics ..................................... 3

Natural Science/Mathematics Elective
Natural Science or Math Elective ...................................... 3

Social Science
Social Sciences Elective .............................................. 3

Technical Core
ECO 1111 Principles of Macroeconomics or
ECO 1121 Principles of Microeconomics ........................................ 3
ACC 1104 Principles of Accounting I ......................... 4
ACC 1105 Principles of Accounting II ............................. 4
AIS 1138 Microcomputer Software for Business ................. 4
AIS 1180 Introduction to Microcomputing ........................ 4
BUS 2111 Human Relations in Business ............................. 3
BUS 2600 Business Law: Contracts ................................. 3
MKT 2220 Marketing ................................................... 3

Technical Specialty Requirements

Banking
BNK 1210 Consumer Lending ......................................... 3
BNK 2110 Money and Banking .......................................... 3

Business Management
BUS 1113 Introduction to Business ................................... 3
BUS 2250 Human Resource Management .......................... 3
BUS 2310 Business Ethics ............................................. 3
BUS 2400 Principles of Management .................................. 3
MKT 1227 Sales Techniques ............................................ 3

Business or Banking Technical Elective (select one course)
BNK (any Banking course in addition to required courses)
BUS 1500 Entrepreneurship ............................................ 3
BUS 2311 Leadership ..................................................... 3
BUS 2400 Personal Money Management .......................... 3
ECO 1111 Principles of Macroeconomics ........................... 3
ECO 1121 Principles of Microeconomics ........................... 3

Total Required - Associate's Degree ................................. 70
# RECOMMENDED FULL-TIME SCHEDULE

## FIRST YEAR

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## FOURTH YEAR

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CIVIL & CONSTRUCTION ENGINEERING TECHNOLOGY

Associate of Applied Science

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 and 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;
- **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 Tech. 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 Tech, 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.

General education course requirements are listed on page 121.
### RECOMMENDED FULL-TIME SCHEDULE

#### FIRST YEAR

<table>
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<th>Course Code</th>
<th>Course Title</th>
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<td><strong>CAD 1100</strong> Technical Graphics</td>
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<td><strong>MAT 1150</strong> Basic Calculus</td>
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<td><strong>CIT 1220</strong> Materials and Construction</td>
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<td><strong>CIT 1230</strong> Testing of Materials</td>
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<td></td>
<td><strong>CAD 1300</strong> Computer-Aided Drafting II</td>
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<td><strong>PHY 1110</strong> College Physics I</td>
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<td><strong>PHY 1111</strong> Physics Laboratory I</td>
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<td></td>
<td><strong>CIT 2110</strong> Structural Mechanics</td>
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<td><strong>CIT 2130</strong> Surveying I</td>
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<td></td>
<td><strong>ENV 2250</strong> Environmental Technology II</td>
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<td><strong>IET 2120</strong> Engineering Economy</td>
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<td><strong>PHY 1120</strong> College Physics II</td>
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<td><strong>PHY 1121</strong> Physics Laboratory II</td>
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<td></td>
<td><strong>CIT 2300</strong> Site Design with CAD</td>
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<td></td>
<td><strong>CIT 2400</strong> Structural Design</td>
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<td></td>
<td><strong>ACT 2440</strong> Specifications and Estimating</td>
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#### THIRD YEAR

<table>
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<td><strong>CIT 2110</strong> Structural Mechanics</td>
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<td><strong>CIT 2310</strong> Surveying II</td>
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<td><strong>SPE 1112</strong> Fundamentals of Speech Communication</td>
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#### FOURTH YEAR

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<td><strong>CIT 2400</strong> Structural Design</td>
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<td><strong>PHY 1120</strong> College Physics II</td>
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<tr>
<td></td>
<td><strong>PHY 1121</strong> Physics Laboratory II</td>
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<tr>
<td></td>
<td><strong>CIT 2300</strong> Site Design with CAD</td>
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<td><strong>ACT 2440</strong> Specifications and Estimating</td>
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Cooperative Education work experience in Civil and Construction 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 6 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 114 for more information.
The evolving trend in distributed electronic information processing (voice, data, video) over different computer platforms, integrating traditional systems with other types of hardware devices, has created a need for employees with training that bridges the boundaries between the traditionally separate fields of computer software specialists and computer hardware specialists. The primary goal of the Communications Technology Associate’s degree program is to train individuals to function as entry-level 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 training 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 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.

Note: The primary purpose of this degree is to prepare students for employment immediately following graduation from Nashville State Tech. 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 Tech, 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.

Nashville State Tech is a Novell Education Academic Partner (NEAP). Contact your advisor for information about course requirements for the CNA/CNE exams.
<table>
<thead>
<tr>
<th>COURSE REQUIREMENTS</th>
<th>Class</th>
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<tr>
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<td>CMT 1170 Windows Administration I</td>
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<td>CMT 2350 Windows Install and Configure</td>
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<tr>
<td>CMT 2130 Applied Networking</td>
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**Total Required - Associate's Degree ...........72**

**RECOMMENDED FULL-TIME SCHEDULE**

**FIRST YEAR**

**Fall Semester**
- ENG 1111 Composition I ............................. 3
- MAT 1160 Finite Mathematics ................... 3
- CMT 1010 Survey of Communications Technology ........... 3
- CPT 1400 Digital Circuits .......................... 3
- CMT 1060 Cisco Routers I .......................... 4
- CMT 1170 Windows Administration I ............. 4
- CMT 2040 Novell Networking Technologies .......... 4
- CMT 2350 Windows Install and Configure .......... 4
- CMT 2130 Applied Networking ........................ 4

**Spring Semester**
- MAT 2110 Statistics ..................................... 3
- CMT 1160 Cisco Routers II .......................... 4
- CMT 1050 Netware Administration I ............... 4
- Humanities Elective ..................................... 3

**SECOND YEAR**

**Fall Semester**
- SPE 1111 Speech ........................................ 3
- CMT 2040 Novell Networking Technologies .. 4
- CMT 2350 Windows Install and Configure .......... 4
- EET 1130 Introduction To Electronics .............. 5
- Technical Elective ..................................... 3

**Spring Semester**
- CPT 2425 UNIX ......................................... 3
- CMT 2130 Applied Networking ........................ 4
- CPT 1400 Digital Circuits .......................... 3
- CIS 2215 BASIC Programming for Engineering Technology .......... 3
- Technical Elective ..................................... 3

**RECOMMENDED PART-TIME SCHEDULE**

**FIRST YEAR**

**Fall Semester**
- ENG 1111 Composition I ............................. 3
- MAT 1160 Finite Mathematics ................... 3
- CMT 1010 Survey of Communications Technology ........... 3

**Spring Semester**
- ENG 1111 Composition I ............................. 3
- MAT 1060 Cisco Routers I .......................... 4

**Summer Semester**
- CID 1010 Computer Operating System Environments ........... 3
- Social Science Elective ............................. 3

**SECOND YEAR**

**Fall Semester**
- MAT 2110 Statistics ..................................... 3
- CMT 1160 Cisco Routers II .......................... 4

**Spring Semester**
- CMT 1170 Windows Administration I ............... 4
- Humanities Elective ..................................... 3

**SUMMER SEMESTER**

**Fall Semester**
- MAT 2040 Novell Networking Technologies .. 4
- CMT 2360 Windows Install and Configure .......... 4

**SUMMER SEMESTER**

**Fall Semester**
- EET 1130 Introduction To Electronics .............. 5

**SUMMER SEMESTER**

**Fall Semester**
- CPT 2425 UNIX ......................................... 3
- Technical Elective ..................................... 3

**SUMMER SEMESTER**

**Fall Semester**
- CMT 2130 Applied Networking ........................ 4
- Technical Elective ..................................... 3

**FOURTH YEAR**

**Fall Semester**
- CPT 2425 UNIX ......................................... 3
- Technical Elective ..................................... 3

**Spring Semester**
- CMT 2130 Applied Networking ........................ 4
- Technical Elective ..................................... 3
COMPUTER ACCOUNTING TECHNOLOGY

Associate of Applied Science

The Computer Accounting Technology program provides students with a broad-based core of accounting skills as well as a significant working knowledge of all areas of microcomputing. The microcomputer has been integrated into almost every course taken. As technology changes, courses are updated.

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 an individual and in a team environment.
- Adjust rapidly to a specific microcomputer hardware/software environment.
- Develop database applications using current state-of-the-art microcomputer software.
- Develop complete spreadsheet systems including the design and implementation of user interfaces.
- 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.
- Use concepts taught in general education courses through reinforcement in the Computer Accounting Technology curriculum and application to class exercises and projects.

Typical jobs available for graduates include:

- **paraprofessional** - records and checks transactions relating to payrolls, 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; **staff accountant** - prepares tax returns, bookkeeping, auditing, and microcomputer accounting in public accounting firms; **microcomputer specialist** - works in any area of the microcomputing field, utilizing an in-depth knowledge of the use of spreadsheets, file managers, data base 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 Tech. 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 Tech, 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**

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Total Required - Associate's Degree ............ 74
### RECOMMENDED FULL-TIME SCHEDULE

#### FIRST YEAR

**Fall Semester**
- ENG 1111 Composition I ................................................. 3
- MAT 1120 College Algebra .................................................. 3
- ACC 1104 Principles of Accounting I .................................. 4
- AIS 1180 Introduction to Microcomputing . . . . . . . 4
  - Humanities Elective ................................................................ 3
  - Social Sciences Elective ..................................................... 3

**Spring Semester**
- SPE 1111 Speech ................................................................. 3
- MAT 2110 Statistics ............................................................... 3
- CIS 1030 Program Logic and Design ...................................... 4
- ACC 1105 Principles of Accounting II ................................... 4
- AIS 1138 Microcomputer Software for Business . . . . . . . 4

**SECOND YEAR**

**Fall Semester**
- ACC 2154 Intermediate Accounting I ..................................... 4
- ACC 2340 Cost and Managerial Accounting ................................ 4
- ACC 2380 Microcomputer Accounting Applications ................. 3
- ACC 2740 Auditing ................................................................ 4
- AIS 2600 Spreadsheet Problems........................................... 3

**Spring Semester**
- ACC 2164 Intermediate Accounting II .................................... 4
- ACC 2350 Taxation ................................................................ 3
- BUS 2310 Business Ethics ..................................................... 3
- AIS 2840 Accounting Information Systems ............................. 4
- ACC 1200 Payroll Accounting ............................................... 4

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

### RECOMMENDED PART-TIME SCHEDULE

#### FIRST YEAR

**Fall Semester**
- ENG 1111 Composition I ..................................................... 3
- ACC 1104 Principles of Accounting I .................................. 4
- AIS 1180 Introduction to Microcomputing ................................ 4

**Spring Semester**
- MAT 1120 College Algebra .................................................. 3
- ACC 1105 Principles of Accounting II ................................... 4
- AIS 1138 Microcomputer Software for Business . . . . . . . 4

**Summer Semester**
- SPE 1111 Speech ................................................................. 3

**SECOND YEAR**

**Fall Semester**
- ACC 2154 Intermediate Accounting I ..................................... 4
- ACC 2340 Cost and Managerial Accounting ................................ 4

**Spring Semester**
- MAT 2110 Statistics ............................................................... 3
- ACC 2164 Intermediate Accounting II .................................... 4

**Summer Semester**
- ACC 2740 Auditing ................................................................. 4

**THIRD YEAR**

**Fall Semester**
- AIS 2600 Spreadsheet Problems ........................................... 3
- AIS 2840 Accounting Information Systems ............................. 4

**Spring Semester**
- ACC 2380 Microcomputer Accounting Applications ................. 3
- Social Sciences Elective ......................................................... 3

**Summer Semester**
- Humanities Elective ............................................................. 3

**FOURTH YEAR**

**Fall Semester**
- CIS 1030 Program Logic and Design ...................................... 4
- ACC 2350 Taxation ............................................................... 3

**Spring Semester**
- BUS 2310 Business Ethics ..................................................... 3
- ACC 1200 Payroll Accounting ............................................... 4

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 9 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 114 for more information. General education course requirements are listed on page 121.
COMPUTER INFORMATION SYSTEMS

Associate of Applied Science

Computer Information Systems trains entry-level computer programmers and systems analysts. The solution to practical business problems is emphasized in the training. All courses are practical, not theoretical. Each graduate has written, tested, and debugged programs in all of the major programming languages. Each graduate has also developed a practical business system, studied communications systems and programming, and has knowledge of different operating systems and hardware.

It is the intent of the Computer Information and Accounting 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 an individual and in a team environment.
- Adjust rapidly to a specific systems 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 utilize both mainframe and microcomputers during the two-year program. However, a concentration in either microcomputers or mainframes is chosen after the first year. Students may complete both options if desired.

A communications link to the campus mainframe is available for students who have access to a personal computer at home or work.

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<thead>
<tr>
<th>Course Requirement</th>
<th>Credits</th>
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<td>CIS 1120 Assembler Language Programming</td>
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<tr>
<td>CIS 2010 ANSI COBOL Programming</td>
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Total Required - Associate's Degree . . . . . . 72
## MAINFRAME CONCENTRATION

### RECOMMENDED FULL-TIME SCHEDULE

#### FIRST YEAR

**Fall Semester**
- ENG 1111 Composition I .............................. 3
- MAT 1160 Finite Mathematics ........................ 3
- ACC 1104 Principles of Accounting I ............... 4
- CIS 1010 Introduction to Electronic Data Processing 3
- CTD 1010 Computer Operating System Environment 3
- CIS 1030 Program Logic and Design ................. 4

**Spring Semester**
- PHI 1111 Introduction to Ethics ...................... 3
- ACC 1105 Principles of Accounting II ................ 4
- CIS 1120 Assembler Language Programming .......... 4
- CIS Elective ........................................... 3
- Social Sciences Elective .............................. 3

#### SECOND YEAR

**Fall Semester**
- MAT 2110 Statistics .................................. 3
- SPE 1111 Speech ....................................... 3
- CIS 2120 Operating Systems .......................... 4
- CIS 2130 RPG Programming ........................... 3

**Spring Semester**
- CIS 2110 Systems Design and Development ......... 3
- CIS 2140 ANS COBOL Applications .................... 5
- CIS 2150 Introduction to CICS Programming ....... 4
- CIS 2160 Data Base Programming ..................... 4
- CPT 2425 UNIX ......................................... 3

### RECOMMENDED PART-TIME SCHEDULE

#### FIRST YEAR

**Fall Semester**
- CIS 1010 Introduction to Electronic Data Processing 3
- CTD 1010 Computer Operating System Environment 3

**Spring Semester**
- ACC 1104 Principles of Accounting I ................ 4
- CIS 1030 Program Logic and Design ................. 4

**Summer Semester**
- ENG 1111 Composition I .............................. 3
- MAT 1160 Finite Mathematics ......................... 3

#### SECOND YEAR

**Fall Semester**
- ACC 1105 Principles of Accounting II ............... 4
- CIS 1120 Assembler Language Programming .......... 4

**Spring Semester**
- CIS Elective ........................................... 3
- Social Sciences Elective .............................. 3

**Summer Semester**
- PHI 1111 Introduction to Ethics ...................... 3
- MAT 2110 Statistics .................................. 3

#### THIRD YEAR

**Fall Semester**
- CIS 2120 Operating Systems .......................... 3
- CIS 2010 ANS COBOL Programming .................... 4

**Spring Semester**
- CIS 2140 ANS COBOL Applications .................... 5
- SPE 1111 Speech ....................................... 3

**Summer Semester**
- CPT 2425 UNIX ......................................... 3

#### FOURTH YEAR

**Fall Semester**
- CIS 2150 Intro to CICS Programming ................ 4
- CIS 2160 Data Base Programming ..................... 4

**Spring Semester**
- CIS 2110 Systems Design and Development ......... 3
- CIS 2130 RPG Programming ........................... 3

NOTE: CTD 1010 replaced CIS 1020 and CPT 2325.

Cooperative Education work experience in Computer Information Systems Technology (Mainframe 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 9 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 114 for more information.

General education course requirements are listed on page 121.

Computer Information Systems
### MICROCOMPUTER CONCENTRATION

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### RECOMMENDED FULL-TIME SCHEDULE

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#### SECOND YEAR

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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 9 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 114 for more information.
Open up a copy of the 1971 issue of Layout, Nashville State Technical Institute's annual, and you will find numerous photographs of Larry Peck. He was active in the Photo Club, Audio-Video Club, and was part of the Layout staff. Peck started college in 1970 after a stint in the Air National Guard, where he got experience working on mainframe computer systems. As part of the first full graduating class, he received his degree in Electronic Engineering Technology. “In those days it was keypunch cards, 9” floppy disks, 10MB hard drives, and a maximum in-state tuition payment of $55.00 per quarter,” Peck remembered. He particularly liked the open door policy President Weld had with the school and thought the instructors were great. Peck continued his involvement with Nashville State Tech, returning to give the invocation prayer at the opening of the Clement Building in 1980.

After working for Colter Electronics, Corning, and GE, Peck accepted a job offer from NationsBank in 1994, which merged with Bank of America in 1998 becoming the largest banking merger in U.S. history. Peck is Vice President of Technology and Operations, dealing with network solutions at BankAmerica centers throughout the country.

Realizing the importance of staying current with technological advances, Peck is currently part of the Microsoft Certified Systems Engineer (MCSE) Training Program, working on the Internet Plus training. The training is conducted at Nashville State Tech’s Computer Training Center which offers the unique collaboration of KiZan Corporation, a Microsoft Certified Technical Education Center. This unique partnership offers the technical training and hands-on skills needed to design, develop, implement and support Microsoft products and operating systems. “The scheduling is very convenient, and of course, it’s been fun coming back for the nostalgia,” stated Peck. These classes are designed for computer professionals seeking a better understanding of high end Microsoft networking software, and for individuals who are focused on exam preparation for attaining certification.

Summing up his experiences at Nashville State Tech, Peck reflected, “I still feel a lot of loyalty to Nashville State Tech; I’m still using important skills that were instilled in me during my college days. Nashville State Tech is a unique place, and I hope it doesn’t lose its technical focus where students learn skills geared toward finding a real job.”
COMPUTER TECHNOLOGY
Associate of Applied Science

Electronic computers are rapidly becoming the heart of business, manufacturing, and service organizations. The goal of this program is to train men and women as 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 the student 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.

COURSE REQUIREMENTS

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<th>Course</th>
<th>Class</th>
<th>Lab</th>
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### RECOMMENDED FULL-TIME SCHEDULE
#### FIRST YEAR

**Fall Semester**
- **ENG 1111** Composition I ........................................... 3
- **MAT 1140** Technical Mathematics .................................. 5
- **CTD 1010** Computer Operating System Environment ........... 3
- **EET 1130** Introduction to Electronics .................................. 5
  - Humanities Elective ........................................... 3

**Spring Semester**
- **MAT 1160** Finite Mathematics ........................................... 3
- **PHY 1110** College Physics I ........................................... 3
- **PHY 1111** Physics Laboratory I ........................................... 1
- **CMT 1170** 1556: Administering Windows 2000 ................... 4
- **CPT 1400** Digital Circuits ........................................... 3
  - Programming Elective ........................................... 3

#### SECOND YEAR

**Fall Semester**
- **SPE 1111** Speech ........................................... 3
- **PHY 1120** College Physics II ........................................... 3
- **PHY 1121** Physics Laboratory II ........................................... 1
- **CPT 2425** UNIX ........................................... 3
- **CPT 2310** Microprocessor Principles ........................................... 5
  - Technical Elective ........................................... 3

**Spring Semester**
- **CMT 1225** 560: Netware 5.0 Administration .................... 4
- **CPT 2320** Telecommunications ........................................... 3
- **CPT 2410** Computer Peripherals ........................................... 3
- **CPT 2430** System Troubleshooting ........................................... 4
  - Social Sciences Elective ........................................... 3

#### THIRD YEAR

**Fall Semester**
- **CPT 2410** Computer Peripherals ........................................... 3
- **PHY 1110** College Physics I ........................................... 3
- **PHY 1111** Physics Laboratory I ........................................... 1

**Spring Semester**
- **CPT 2425** UNIX ........................................... 3

**Summer Semester**
- **CPT 2430** System Troubleshooting ........................................... 4
- **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 6 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 114 for more information. General education course requirements are listed on page 121.
CULINARY SCIENCE
Associate of Applied Science

The 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, the need for culinary professionals will increase. Opportunities within the industry are virtually unlimited, offering individuals’ numerous career options which provide excellent income potential. The breadth of culinary opportunities include hotel and restaurant operations, fast food 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 resources, including personnel, equipment, food inventories, and budgets. Upon graduating with an A.A.S. degree in Culinary Science, the student will have acquired the basic culinary education necessary to meet the needs of the industry for trained, qualified personnel.

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

- Basic competency in food production skills and an awareness and 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 and work effectively in team environments and to develop strong work habits and ethics.
- Management techniques and an awareness of the functions of all areas of the food service industry.

These skills are reinforced through two cooperative work assignments in the industry which allow the student to practice classroom techniques.

Note: The primary purpose of this degree is to prepare students for employment immediately following graduation from Nashville State Tech. 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 Tech, 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

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<thead>
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<th>Course</th>
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<td>CUL 2035 Table Service &amp; Beverage Management</td>
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<td>CUL 2050 Culinary III</td>
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<td>CUL 2055 International Cuisine</td>
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Total Required - Associate's Degree .......... 69
### RECOMMENDED FULL-TIME SCHEDULE

#### FIRST YEAR

**Fall Semester**

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### SECOND YEAR

**Fall Semester**

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General education course requirements are listed on page 121.

### Look Who’s Cooking.

The Culinary Science and Community Education departments at Nashville State Tech regularly hosts the **Professional Chefs Series** in the Culinary Science department kitchen. Attendees are able to learn tips and techniques from notable area professional chefs and taste the results of their demonstrations.

“We want to give the Nashville community an opportunity to learn from the best,” says Ken Morlino, Instructor and Coordinator of Nashville State Tech’s Culinary Science program. “By hosting the Professional Chefs Series, we are providing the public a behind-the-scenes look at the people responsible for some of the area’s finest meals.”

The Professional Chefs Series demonstrations have included favorite dishes from chefs at Nashville’s Bound’ry, Magnolia’s, Midtown Cafe, Nashville State Tech, Nick of Thyme Gourmet, Provence Breads & Café, Sasso, Sunset Grill, and Zola.

The delicious subjects covered have been bread making, gourmet salads and dressings, healthy heart cooking, specialties from the south of France, handmade pasta and sauces, hearty fall soups, cooking with garlic, French Nouvelle pastry, and holiday desserts.

To find out about upcoming demonstrations by Nashville’s greatest professional chefs, call Ken Morlino at 615-353-3783.

The Culinary Science program at Nashville State Tech offers a two-year Associate’s degree program. This program provides students with a blend of technical and business courses that prepare them for a successful career in the culinary industry.
EARLY CHILDHOOD EDUCATION
Associate of Applied Science

Early childhood education provides training for individuals seeking employment in the field of child care and child education. Graduates of the program will have the skills and knowledge for careers as assistants, lead teachers, day-care personnel and administrators in pre-schools, Head Start programs, and day-care centers. Students are also prepared for further academic training in early childhood development and are ready to transfer to a four-year institution to pursue a bachelor's degree in early childhood education (Pre-K to 3).

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

- Plan a safe, healthy learning environment.
- Understand the steps necessary to advance a child's physical and intellectual development.
- Plan and implement strategies needed to
  (1) support social and emotional development and to provide positive guidance
  (2) establish productive relationships with families
  (3) manage an effective program operation
- Maintain a commitment to professionalism.
- Observe and record children's behavior.
- Understand the principles of child growth and development.

Note: The primary purpose of this degree is to prepare students for employment immediately following graduation from Nashville State Tech. 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 Tech, 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

<table>
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(English 1112 - Composition II strongly recommended)

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Guided Electives

| Total Curriculum Hours | 60 |

Guided Electives (a total of 6 credit hours required)

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### RECOMMENDED FULL-TIME SCHEDULE
#### FIRST YEAR

**Fall Semester**
- ENG 1111 Composition I ........................................... 3  
- ECED 1010 Introduction to Early Childhood Education...... 2  
- BIO Biology/Laboratory Sciences. 4  
- SPE 1111 Speech or SPE 1112 Fundamentals of Speech Communication 3  
- ECED 1020 Foundations of Early Childhood Development .................................... 3  

**Spring Semester**
- ENG 1112 Composition II .................................................... 3  
- MAT Math Elective .................................................... 3  
- ECED 2010 Safe, Healthy Learning Environments ............ 3  
- SOC/PSY Social/Behavioral Science .................................. 3  
- ECED 2020 Infant, Toddler, Child Development.. ................ 3  

#### SECOND YEAR

**Fall Semester**
- ECED 2440 Family Dynamics and Community Involvement ............ 3  
- ECED 2050 Psychomotor Development.. .............................. 3  
- ECED 2130 Clinical Practicum I........................................... 3  
- Humanities Elective ............................................ 3  
- General Ed. Elective ................................................... 3  

**Spring Semester**
- ECED 2060 Development of Exceptional Children..... 3  
- ECED 2070 Development Assessment .................................. 3  
- ECED 2140 Clinical Practicum II ........................................... 3  
- ECED Guided Elective................................................... 3  
- ECED Guided Elective ................................................... 3  

### RECOMMENDED PART-TIME SCHEDULE
#### FIRST YEAR

**Fall Semester**
- ENG 1111 Composition I ........................................... 3  
- ECED 1010 Introduction to Early Childhood Education...... 2  

**Spring Semester**
- ENG 1112 Composition II .................................................... 3  
- ECED 2010 Safe, Healthy Learning Environments ............ 3  

**Summer Semester**
- ECED 2020 Infant, Toddler, Child Development.. ................ 3  
- Biology/Laboratory Sciences.. .................................. 4  

#### SECOND YEAR

**Fall Semester**
- ECED 2040 Family Dynamics and Community Involvement ............ 3  
- SPE 1111 Speech or SPE 1112 Fundamentals of Speech Communication...... 3  

**Spring Semester**
- ECED 1020 Foundations of Early Childhood Development .................................. 3  
- Math Elective.. .................................................... 3  

**Summer Semester**
- ECED 2050 Psychomotor Development.. .............................. 3  
- Social/Behavioral Science .................................. 3  

#### THIRD YEAR

**Fall Semester**
- ECED 2130 Clinical Practicum I........................................... 3  
- Humanities Elective ............................................ 3  

**Spring Semester**
- ECED 2060 Development of Exceptional Children..... 3  

**Summer Semester**
- ECED 2070 Development Assessment .................................. 3  
- General Ed. Elective.. ................................................... 3  

#### FOURTH YEAR

**Fall Semester**
- ECED 2140 Clinical Practicum II ........................................... 3  
- ECED Guided Elective.. ................................................... 3  

**Spring Semester**
- ECED Guided Elective.. ................................................... 3  

Early Childhood Education
ELECTRICAL ENGINEERING TECHNOLOGY

Associate of Applied Science

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 communication 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 modern 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 Tech. 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 Tech, 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 REQUIREMENT

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Total Required - Associate's Degree .......... 73
RECOMMENDED FULL-TIME SCHEDULE
FIRST YEAR

Fall Semester
ENG 1111 Composition I ........................................ 3
MAT 1140 Technical Mathematics ......................... 5
CIS 2215 BASIC Programming for Engineering Technologies 3
EET 1100 Technical Orientation . . . . .... 3
EET 1110 Electric Circuits ........................................ 5

Spring Semester
MAT 1150 Basic Calculus . . . . . . . . . . . . 3
PHY 1110 College Physics I .................................... 3
PHY 1111 Physics Laboratory I .................................. 1
EET 1210 Electronic Circuits .................................. 4
EET 1220 Transformers/Rotating Machines . . . . . 3
CPT 1400 Digital Circuits ........................................ 3

SECOND YEAR

Fall Semester
SPE 1111 Speech .................................................. 3
PHY 1120 College Physics II .................................... 3
PHY 1121 Physics Laboratory II .................................. 1
EET 2020 Industrial Control Systems ......................... 4
EET 2640 Power Distribution .................................... 4
EET 2660 Electrical Design Project .......................... 1
CAD 1100 Technical Graphics .................................. 2

Spring Semester
EET 2600 Automatic Control Systems ......................... 4
Technical Electives............................................. 5
Social Sciences Elective ...................................... 3
Humanities Elective ........................................... 3
General Elective .............................................. 3

RECOMMENDED PART-TIME SCHEDULE
FIRST YEAR

Fall Semester
MAT 1140 Technical Mathematics ......................... 5
EET 1100 Technical Orientation ............................. 3

Spring Semester
CIS 2215 BASIC Programming for Engineering Technologies 3
EET 1110 Electric Circuits ........................................ 5

Summer Semester
ENG 1111 Composition I .................................... 3
PHY 1110 College Physics I .................................... 3
PHY 1111 Physics Laboratory I ............................. 1

SECOND YEAR

Fall Semester
EET 1210 Electronic Circuits .................................. 5
CPT 1400 Digital Circuits ........................................ 3

Spring Semester
MAT 1150 Basic Calculus ..................................... 3
EET 1220 Transformers/Rotating Machines . . . . . 3

Summer Semester
PHY 1120 College Physics II .................................... 3
PHY 1121 Physics Laboratory II ............................. 1
Humanities Elective ........................................... 3

THIRD YEAR

Fall Semester
EET 2020 Industrial Control Systems ......................... 4
CAD 1100 Technical Graphics .................................. 2

Spring Semester
EET 2640 Power Distribution .................................... 4
General Elective .............................................. 3

Summer Semester
SPE 1111 Speech .................................................. 3
Social Sciences Elective ...................................... 3

FOURTH YEAR

Fall Semester
EET 2660 Electrical Design Project .......................... 1
Technical Elective ............................................... 5

Spring Semester
EET 2600 Automatic Control Systems ......................... 4

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 7 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 114 for more information.

General education course requirements are listed on page 121.
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 in Nashville.

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 Tech. 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 Tech, 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

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### RECOMMENDED FULL-TIME SCHEDULE
#### FIRST YEAR

**Fall Semester**
- ENG 1111 Composition I .................................................... 3
- MAT 1140 Technical Mathematics ...................................... 5
- CIS 2216 C Language for Engineering Technologies ................. 3
- EET 1100 Technical Orientation ....................................... 3
- EET 1110 Electric Circuits ............................................. 5

**Spring Semester**
- MAT 1150 Basic Calculus ................................................. 3
- PHY 1110 College Physics I .............................................. 3
- PHY 1111 Physics Laboratory I ......................................... 1
- EET 1210 Electronic Circuits ........................................... 5
- CPT 1400 Digital Circuits .............................................. 3
  - Humanities Elective ................................................. 3

#### SECOND YEAR

**Fall Semester**
- SPE 1111 Speech .......................................................... 3
- PHY 1120 College Physics II ........................................... 3
- PHY 1121 Physics Laboratory II ....................................... 1
- CPT 2310 Microprocessor Principles ................................ 5
- EET 2110 Industrial Electronics ...................................... 5
- EET 2120 Electronic Design Project .................................. 1

**Spring Semester**
- EET 2210 Circuit Analysis ............................................. 2
- EET 2220 Communication Circuits .................................... 4
  - Technical Electives .................................................. 5
  - Social Sciences Elective ........................................... 3
  - General Elective ..................................................... 3

**Summer Semester**
- ENG 1111 Composition I ................................................. 3
- PHY 1110 College Physics I ........................................... 3
- PHY 1111 Physics Laboratory I ....................................... 1

#### THIRD YEAR

**Fall Semester**
- EET 2110 Industrial Electronics ...................................... 5
- EET 2120 Electronic Design Project .................................. 1

**Spring Semester**
- EET 2220 Communication Circuits .................................... 4
  - General Elective ..................................................... 3

**Summer Semester**
- SPE 1111 Speech .......................................................... 3
  - Social Sciences Elective ........................................... 3

#### FOURTH YEAR

**Fall Semester**
- EET 2210 Circuit Analysis ............................................. 2
  - Technical Elective ..................................................... 2

**Spring Semester**
- Technical 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 7 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 114 for more information.

General education course requirements are listed on page 121.
ENVIRONMENTAL TECHNOLOGY
Associate of Applied Science

The courses in this program prepare the graduate for a variety of jobs in the office, in the laboratory, and in the field. Students receive basic scientific knowledge as well as practical instruction and hands-on experience. With electronic surveying equipment, computers, computer-aided-drafting, materials testing equipment as well as classic biology, chemistry and geology lab equipment.

Typical entry-level environmental technicians include laboratory technicians - who test soil and material samples; sampling technicians - who collect the samples to be tested; computer-aided drafters - who develop maps and design drawings using computers; and Inspectors - who visit the site to test materials and determine if the work is carried out according to plans and specifications.

Upon completion of this program of study, the student will be equipped to do the following:

• Understand the Environmental Protection Act.
• Work with environmental professionals in governmental, industrial and independent laboratories.
• Demonstrate an overall understanding of environmental science basics.
• Work with Auto CAD software to produce drawings in CAD.
• Assist in developing environmental impact statements.
• Design simple water and sewer lines.
• Understand the basics of water and wastewater processing.

Note: The primary purpose of this degree is to prepare students for employment immediately following graduation from Nashville State Tech. 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 Tech, 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.

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Total Required - Associate's Degree …… 69
### RECOMMENDED FULL-TIME SCHEDULE

#### FIRST YEAR

**Fall Semester**
- ENG 1111 Effective Writing ........................................ 3
- MAT 1140 Technical Mathematics ................................ 5
- CAD 1200 Computer-Aided-Drafting I ............................. 3
- Humanities Elective ................................................... 3

**Spring Semester**
- ENG 2112 Report Writing ............................................. 3
- MAT 2110 Statistics .................................................. 3
- CAD 1300 Computer-Aided-Drafting II ............................. 3
- BIO 2000 Environmental Science .................................... 4
- CIT 1230 Testing Materials .......................................... 2
- ENV 1150 Environmental Technology I ............................ 3

#### SECOND YEAR

**Fall Semester**
- ENV 2250 Environmental Technology II ......................... 3
- CHE 1110 General Chemistry I ..................................... 3
- CHE 1111 General Chemistry Lab I ................................ 1
- AIS 1138 Microcomputer Software for Business ................. 4
- GEO 1100 Environmental, Geology .................................. 4

**Spring Semester**
- ENV 2350 Environmental Technology III ....................... 3
- CHE 1120 Intro to General Chemistry II ......................... 3
- CHE 1121 General Chemistry Lab II ................................. 1
- BIO 2010 Microbiology ............................................... 4
- CIT 2300 Site Design with CAD ..................................... 3
- Social Science Elective .............................................. 3

### RECOMMENDED PART-TIME SCHEDULE

#### FIRST YEAR

**Fall Semester**
- MAT 1140 Technical Mathematics .................................. 5
- CAD 1100 Technical Graphics ........................................ 2

**Spring Semester**
- CAD 1200 Computer-Aided-Drafting I ............................. 3
- BIO 2000 Environmental Science .................................... 4

**Summer Semester**
- ENG 1111 Effective Writing ......................................... 3
- Humanities Elective ................................................... 3

#### SECOND YEAR

**Fall Semester**
- ENV 1150 Environmental Technology I ............................ 3
- CIT 1230 Testing Materials .......................................... 2

**Spring Semester**
- MAT 2110 Statistics .................................................. 3
- ENG 2112 Report Writing ............................................. 3

**Summer Semester**
- CAD 1300 Computer-Aided-Drafting II ............................. 3
- Social Science Elective .............................................. 3

#### THIRD YEAR

**Fall Semester**
- CIT 2130 Surveying .................................................. 3
- BIO 2010 Microbiology ............................................... 4

**Spring Semester**
- ENV 2250 Environmental Technology II ......................... 3
- GEO 1100 Environmental, Geology .................................. 4

**Summer Semester**
- AIS 1138 Microcomputer Software for Business ................. 4

#### FOURTH YEAR

**Fall Semester**
- CHE 1110 General Chemistry I ..................................... 3
- CHE 1111 General Chemistry Lab I ................................. 1
- ENV 2350 Environmental Technology III .......................... 3

**Spring Semester**
- CHE 1120 Intro to General Chemistry II ......................... 3
- CHE 1121 General Chemistry Lab II ................................ 1
- CIT 2300 Site Design with CAD ..................................... 3

Cooperative Education work experience in Environmental 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 6 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 114 for more information.

General education course requirements are listed on page 121.
GENERAL TECHNOLOGY
Associate of Applied Science

The General Technology curriculum allows students flexibility in a technical specialization of their choice. Students occasionally desire to take courses in a technical specialty 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 an Associate of Applied Science degree.

### BUSINESS CONCENTRATION

<table>
<thead>
<tr>
<th>COURSE REQUIREMENTS</th>
<th>Class</th>
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All electives must be approved by the General Technology Coordinator and should include courses selected to meet the specific objectives of the student.

**Total Required-Associate’s Degree** . . . . . . . . . . . 69

### TECHNOLOGY CONCENTRATION

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<th>COURSE REQUIREMENTS</th>
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</table>

All electives must be approved by the General Technology Coordinator and should include courses selected to meet the specific objectives of the student.

**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 9 credit hours with the 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. The Career Employment Center will provide the correct course numbers. See page 114 for more information.

General education course requirements are listed on page 121.
Alice Williams was part of the first graduating class of Nashville State Technical Institute in 1972, which consisted of just a handful of students. There was one building, one Math instructor, one Data Processing instructor and one Accounting instructor. Married with small children, she was taking night classes at Hume-Fogg and transferred to the two-year college when it opened for business in 1970.

Williams became acquainted with accounting while studying for her Associate's degree in Business Data Processing. Working in the Financial Aid, Admissions, and Business Offices during her studies, she was hired by the college as an Interim Accountant after graduating. Williams realized she would need more education in order to further her career. She received her Bachelor's Degree from Belmont University and was hired immediately by Saint Thomas Hospital.

Williams decided to go back to school again, and opted for a Master's Degree in Finance and Accounting from the University of South Carolina. This decision required commuting to South Carolina once a semester, studying forty hours a week, and working full-time as the first female Chief Financial Officer at Williamson County Medical Center. After obtaining her Masters, the CPA exam was next, followed by the Certified Financial Planner exam. “To advance, you have to have credentials,” stated Williams. “I enjoy the process of learning and studying.” She is required to complete 80 hours of continuous education every two years in her licensures.

She spent many years at Robert Orr Sysco before deciding to start her own CPA firm in 1998. She knew it would be difficult, but it was something she always had wanted to do. She specializes in small and medium sized businesses, as well as startup firms. “By helping others,” reflected Williams. “I am paying society back for the opportunities I’ve been given.”

Three decades later, are women considered equals in the workplace? “Yes,” replied Williams. “Women are equals except for salary; however, I’ve been lucky. The presidents who employed me have offered the same titles and salaries as the men received. Burt Hummel at Robert Orr really promoted women.”

Williams said that she has never had a bad day at work. She loves what she does and feels very grateful to those at Nashville State Tech, who encouraged her to follow an accounting career. She still takes a great interest in the school, and is a board member of the Nashville Tech Foundation, the organization that raises money for student scholarships. “I am constantly solicited for time and money from the other schools I attended, but my heart is with Nashville State Tech-this place is where I first fell in love with accounting.”
MANUFACTURING ENGINEERING TECHNOLOGY

Associate of Applied Science

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 Manufacturing Engineering Technology program is a course of study designed by Nashville State Technical Institute and plant managers/manufacturing supervisors from Middle Tennessee companies to satisfy this need for trained employees.

This program of study is structured to provide job entry level knowledge in three separate manufacturing skill areas and is coupled with courses to tie these knowledge bases together. The three areas are:

1) Mechanical Devices/Theory
2) Industrial Manufacturing Performable Evaluation Techniques
3) Electrical/ Electronic Maintenance

A graduate of this program, then, would be capable of employment in such varied manufacturing areas as quality control, line worker/supervisor, drafting, and plant maintenance. The graduate would be capable of bridging the gap between the craftsman and plant engineering, and would possess the knowledge necessary to work directly with engineering as an engineering aide. The breadth of knowledge provided by this course of study would offer skill levels necessary to be hired in any of the areas listed above and the flexibility of movement within the plant. Upon completion of study, the graduate of this program will be able to:

- Use basic manufacturing hand tools and have an understanding of measurement techniques.
- Perform drafting and CAD operations.
- Perform statistical process control/ quality control operations.
- Perform operations of work measurement.
- Work with industrial electricians in various electrical areas including automation.
- Demonstrate an overall knowledge of manufacturing techniques.
- Use materials with an understanding of their chemical composition and properties.
- Set up and program computer numerical controlled machine tools.
- Demonstrate competency of Nashville State Tech general critical outcomes.

Note: The primary purpose of this degree is to prepare students for employment immediately following graduation from Nashville State Tech. 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 Tech, 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.

<table>
<thead>
<tr>
<th>COURSE REQUIREMENTS</th>
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<tr>
<td>English</td>
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<td>MFG 1500 Work Measurement/Methods</td>
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<td>MFG 1900 Strength of Materials/Statistics</td>
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<td>MFG 2010 Hydraulics and Pneumatics</td>
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<td>MFG 2110 Plant Layout and Material Handling</td>
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<td>MFG 2130 Industrial Safety/Ergonomics</td>
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<tr>
<td>MFG 2710 Introduction to Automated Systems/Robots</td>
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<td>Total Required - Associate's Degree</td>
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Cooperative Education work experience in Manufacturing 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 6 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 114 for more information.
**RECOMMENDED FULL-TIME SCHEDULE**  
**FIRST YEAR**

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**SECOND YEAR**

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**RECOMMENDED PART-TIME SCHEDULE**

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OCCUPATIONAL THERAPY ASSISTANT TECHNOLOGY

Associate of Applied Science

The Occupational Therapy Assistant Technology 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 (P.O. 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 become candidates for fieldwork. 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 relocating 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. This information and required forms are included in the OTA Admission Packet available in the Admissions, Student Services, and Occupational Therapy departments. In addition to college entrance requirements, the Occupational Therapy Assistant Technology 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. Completion of Orientation to Occupational Therapy, OT 1100, or proof of clinical observation visits must be on file in the OTA office. Forms are in the OTA Admission Packet.
5. Acceptance is based on grade average and interviews. 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 Tech.

Students considering advanced degrees in OT may wish to consult with an OT advisor early on in their program.
### COURSE REQUIREMENTS

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<tr>
<td>OTT 2110</td>
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</table>

**Contact Hours**

- OTT 2220 Level II Fieldwork-Psychosocial Dysfunction: 320, 8
- OTT 2230 Level II Fieldwork-Physical Dysfunction: 320, 8

**Total Required - Associate's Degree**: 78

### RECOMMENDED FULL-TIME SCHEDULE

#### Prerequisites for First Year, Fall Semester Courses:
All Remedial and Developmental Courses

#### FIRST YEAR

**Fall Semester**

- ENG 1111 Composition I: 3
- BIO 1130 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
- BIO 1000 Medical Terminology: 3
- SPE 1111 Speech: 3
- SPE 1112 Fundamentals of Speech Communication: 3

**Summer Semester**

- SOC 1111 Sociology: 3
- PSY 1111 Introduction to Psychology: 3

#### SECOND YEAR

**Fall Semester**

- OTT 2120 Psychosocial Dysfunction: 3
- OTT 2130 Treatment of Psychosocial Dysfunction: 4
- OTT 2140 Physical Dysfunction: 2
- OTT 2150 Treatment of Physical Dysfunction: 4
- OTT 2210 OT Theory and Practice II*: 3

**Spring Semester**

- OTT 2220 Level II Fieldwork-Psychosocial Dysfunction**: 0.8
- OTT 2230 Level II Fieldwork-Physical Dysfunction**: 0.8

*This includes a clinical component.

**Level II Fieldwork will be completed within 18 months of completion of academic preparation.

Occupational Therapy Assistant Technology
OFFICE ADMINISTRATION
Associate of Applied Science

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 directing office activities.

This program is designed to provide skills for those who are interested in a career as an administrative assistant in the legal, medical, or administrative (nonspecialized) 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 or the Professional Legal 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 both manual and 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 Tech. 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 Tech, 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:

SOC Social Sciences Elective . 3 Credits
OAD 1400 Electronic Office Procedures 4 Credits
OAD 2400 Office Accounting . 4 Credits
OAD 2800 Office Management . 3 Credits

COURSE REQUIREMENTS

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<tr>
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<tbody>
<tr>
<td>AIS 1180 Introduction to Microcomputing</td>
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<table>
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Total Required - Associate's Degree ............. 70

RECOMMENDED FULL-TIME SCHEDULE
FIRST YEAR

**Fall Semester**

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AIS 1180 Introduction to Microcomputing ...................... 4
MAT 1110 Business Mathematics ......................................... 3

Fall Semester Cr.
OAD 1230 Advanced Word Processing .................................... 4
OAD 1400 Electronic Office Procedures ................................ 4
OAD 1500 Presentation Software ........................................... 3
OAD 2400 Office Accounting .............................................. 4
OAD 2700 Administrative Machine Transcription ................. 4

Spring Semester
SPE 1111 Speech ............................................................... 3
BUS 2310 Business Ethics .................................................. 3

OAD 1115 Office Reference Manual Review ................................ 4
OAD 1260 Spreadsheet Software for the Administrative Assistant ........................................... 3
OAD 2800 Office Management .............................................. 3

Summer Semester
OAD 1220 Beginning Word Processing .................................... 4
OAD 1010 Records and Database Management ...................... 4

OAD 1230 Advanced Word Processing .................................... 4
OAD 1500 Presentation Software ........................................... 3

OAD 1240 Introduction to Desktop Publishing ....................... 4

SPE 1111 Speech ............................................................... 3

OAD 1120 Keyboarding/Speedbuilding ................................... 4

OAD 2700 Administrative Machine Transcription ................. 4

OAD 1240 Introduction to Desktop Publishing ....................... 4

OAD 1500 Presentation Software ........................................... 3

OAD 2400 Office Accounting .............................................. 4
OAD 2500 Legal Machine Transcription ......................... 4
OAD 2540 Law Office Practices .......................................... 4
OAD 2800 Office Management .............................................. 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 9 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 114 for more information.

### OFFICE ADMINISTRATION

#### Legal Concentration

After an individual has completed 16 credit hours in the Office Administration program, certain credits are available based on verification of successful completion of the Professional Legal Secretary examination. The following credits will be awarded:

OAD 1115 Office Reference Manual Review .... 4 credits
OAD 1120 Keyboarding/Speedbuilding .......... 4 credits
OAD 2400 Office Accounting ..................... 4 credits
OAD 2540 Law Office Practices ................. 4 credits

### COURSE REQUIREMENTS

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**Social Sciences Elective**

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**Accounting Information Systems**

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**Office Administration**

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<td>OAD 1120 Keyboarding/Speedbuilding</td>
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**Total Required - Associate's Degree**

<table>
<thead>
<tr>
<th>Credits</th>
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<tbody>
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<td>70</td>
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</table>
RECOMMENDED FULL-TIME SCHEDULE

FIRST YEAR

Fall Semester
ENG 1111 Composition I ........................................ 3
MAT 1110 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 ........ 4
OAD 1115 Office Reference Manual Review ........... 4
OAD 1220 Beginning Word Processing ................. 4
Humanities Elective ... Natural Sciences Elective
or Math Elective ........................................... 3

SECOND YEAR

Fall Semester
OAD 1230 Advanced Word Processing ................. 4
OAD 1400 Electronic Office Procedures ............ 4
OAD 1500 Presentation Software for the
Administrative Assistant .......................... 3
OAD 2400 Office Accounting ............................ 4
OAD 2500 Legal Machine Transcription ............ 4

Spring Semester
SPE 1111 Speech ................................................ 3
BUS 2310 Business Ethics .................................. 3
OAD 1260 Spreadsheet Software for the
Administrative Assistant ........................ 3
OAD 2540 Law Office Practices .......................... 4
OAD 2800 Office Management ............................ 3

RECOMMENDED PART-TIME SCHEDULE

FIRST YEAR

Fall Semester
ENG 1111 Composition I ........................................ 3
OAD 1120 Keyboarding/Speedbuilding ................. 4

Spring Semester
MAT 1110 Business Mathematics .......................... 3
OAD 1115 Office Reference Manual Review ........... 4

Summer Semester
AIS 1180 Introduction to Microcomputing .......... 4

SECOND YEAR

Fall Semester
OAD 1010 Records and Database Management ........ 4
OAD 1220 Beginning Word Processing ................. 4

Spring Semester
OAD 1230 Advanced Word Processing ................. 4
OAD 1500 Presentation Software ......................... 3

Summer Semester
Social Sciences Elective ................................. 3

THIRD YEAR

Fall Semester
OAD 1400 Electronic Office Procedures .............. 4
OAD 2500 Legal Machine Transcription .............. 4

Spring Semester
OAD 1260 Spreadsheet Software for the
Administrative Assistant .......................... 3
OAD 2540 Law Office Practices .......................... 4

Summer Semester
SPE 1111 Speech ................................................ 3

FOURTH YEAR

Fall Semester
OAD 2400 Office Accounting .............................. 3
OAD 2500 Legal Machine Transcription .............. 4

Spring Semester
OAD 2800 Office Management ............................ 3
BUS 2310 Business Ethics .................................. 3

Summer Semester
Humanities Elective ......................................... 3

Cooperative Education work experience in Office Administration (Legal 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 9 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 114 for more information.

General education course requirements are listed on page 121.
# OFFICE ADMINISTRATION

## Medical Concentration

### COURSE REQUIREMENTS

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**Total Required - Associates Degree**: 70

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## RECOMMENDED FULL-TIME SCHEDULE

### FIRST YEAR

**Fall Semester**

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<tr>
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<tr>
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### SECOND YEAR

**Fall Semester**

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<tr>
<td>OAD 2800 Office Management</td>
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### THIRD YEAR

**Fall Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>OAD 2600 Medical Machine Transcription I</td>
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<tr>
<td>OAD 2630 ICD-CM Coding</td>
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**Spring Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>OAD 2610 Medical Machine Transcription II</td>
<td>4</td>
</tr>
<tr>
<td>OAD 2650 Medical Insurance</td>
<td>4</td>
</tr>
<tr>
<td>OAD 2800 Office Management</td>
<td>3</td>
</tr>
</tbody>
</table>

**Summer Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPE 1111 Speech</td>
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### FOURTH YEAR

**Fall Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>OAD 2650 Medical Insurance</td>
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<td>OAD 2660 Pharmacology</td>
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**Spring Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>OAD 2620 Medical Office Procedures</td>
<td>4</td>
</tr>
<tr>
<td>OAD 2800 Office Management</td>
<td>3</td>
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</table>

**Summer Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Humanities Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

---

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 9 credit hours with the prior approval of the department head. 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 114 for more information.

General education course requirements are listed on page 121.
POLICE SCIENCE TECHNOLOGY
Associate of Applied Science

Police Science Technology 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 Technology 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 Tech. 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 Tech, 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

<table>
<thead>
<tr>
<th>COURSE REQUIREMENTS</th>
<th>Class</th>
<th>Lab</th>
<th>Credits</th>
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<tbody>
<tr>
<td><strong>English</strong></td>
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<tr>
<td>ENG 1111 Composition I</td>
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<td>ENG 2112 Report Writing</td>
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<tr>
<td>SPE 1111 Speech or SPE 1112 Fundamentals of Speech Communication</td>
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<tr>
<td>PHI 1111 Introduction to Ethics or SPA 1111 Spanish I</td>
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<tr>
<td><strong>Mathematics</strong></td>
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<td>PST 1030 Criminal Evidence</td>
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<tr>
<td>PST 1080 Interviewing &amp; Interrogation Techniques</td>
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<td>PST 1090 Traffic Accident Investigation</td>
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<td>PST 2010 Criminal Investigation</td>
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<tr>
<td>PST 2020 Police Firearms and Defensive Tactics</td>
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<td>PST 2030 Seminar in Police Science Technology</td>
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<td>PST 1040 Unarmed Defensive Tactics</td>
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<td>PST 1050 Tactical Shotgun</td>
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<td>PST 1060 Basic Surveillance Techniques</td>
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<td>PST 1070 Officer Survival</td>
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<td>PST 2060 Evidence Photography</td>
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<td>PST 2070 Business &amp; Industry Security</td>
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<td>PST 2035 Juvenile Procedures</td>
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<td>PST 2045 Introduction to Criminalistics</td>
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<td>PST 2055 Gangs, Cults, Deviant Movements</td>
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**RECOMMENDED FULL-TIME SCHEDULE**

### FIRST YEAR

**Fall Semester**
- **ENG 1111** Composition I ............................. 3
- **MAT 1110** Business Mathematics .................. 3
- **PST 1000** Introduction to Criminal Justice ........... 3
- **PST 1005** Introduction to Criminology ............... 3
- **PST 1010** Criminal Law and Procedure ............... 3
- **PST 1020** Police Administration ...................... 3

**Spring Semester**
- **PHI 1111** Introduction to Ethics ..................... 3
  or
- **SPA 1111** Spanish I ..................................... 4
- **PST 1030** Criminal Evidence .......................... 3
  Technical Electives ......................................... 6
  Natural Sciences Elective & Lab ......................... 4

### SECOND YEAR

**Fall Semester**
- **ENG 2112** Report Writing ............................ 3
- **PST 2000** Drug Identification and Effects .......... 3
- **PST 2010** Criminal Investigation ..................... 3
  Social Sciences Elective .................................. 3
  Technical Electives ........................................ 6

**Spring Semester**
- **SPE 1111** Speech ...................................... 3
  or
- **SPE 1112** Fundamentals of Speech Communication .... 3
- **PST 2020** Police Firearms and Defensive Tactics .. 3
- **PST 2030** Seminar in Police Science Technology .... 3
  Technical Electives ........................................ 6
  General Elective .......................................... 3

### CORRECTIONS MANAGEMENT CONCENTRATION

**COURSE REQUIREMENTS**

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<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tr>
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<td>PST 1000</td>
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<td>PST 1010</td>
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<td>PST 1020</td>
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<td>PST 2005</td>
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</tr>
<tr>
<td>PST 2015</td>
<td>3</td>
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<tr>
<td>PST 2025</td>
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<tr>
<td>PST 2035</td>
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<tr>
<td>PST 1000</td>
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<td>PST 1010</td>
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</tr>
<tr>
<td>PST 2000</td>
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<td>PST 2025</td>
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<td>PST 2020</td>
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<td>PST 2015</td>
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<td>PST 2015</td>
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<td>PST 2025</td>
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<tr>
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**General Education Elective**

<table>
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<tr>
<td>General Elective</td>
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</table>

**Total Required - Associate's Degree**

### FIRST YEAR

**Fall Semester**
- **ENG 1111** Composition I ............................. 3
- **MAT 1110** 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**
- **PHI 1111** Introduction to Ethics ..................... 3
  or
- **SPA 1111** Spanish I ..................................... 4
- **PST 1015** Survey of Corrections Institutions .......... 3
- **PST 1025** Community-Based Corrections ............... 3
  Technical Elective ........................................ 3
  Natural Sciences Elective ................................ 4

### SECOND YEAR

**Fall Semester**
- **ENG 2112** 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
- **PST 2035** Juvenile Procedures ....................... 3
  Technical Electives ........................................ 3
  General Elective .......................................... 3

**General education course requirements are listed on page 121.**

Police Science Technology
VISUAL COMMUNICATIONS
Associate of Applied Science

The visual communications industry represents the largest employment segment 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 skills, along with electronic publishing and illustration abilities using computers and various software packages. Graduates from the Photography Concentration will use electronic imaging techniques to expand the capabilities of traditional 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 both the traditional skill sets and the evolving 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.

**Note:** The primary purpose of this degree is to prepare students for employment immediately following graduation from Nashville State Tech. 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 Tech, 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.

**GRAPHIC DESIGN CONCENTRATION**

<table>
<thead>
<tr>
<th>COURSE REQUIREMENTS</th>
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<tbody>
<tr>
<td><strong>English</strong></td>
</tr>
<tr>
<td>ENG 1111 Composition I</td>
</tr>
<tr>
<td>SPE 1111 Speech</td>
</tr>
<tr>
<td><strong>Humanities Elective</strong></td>
</tr>
<tr>
<td>HUM 1111 Appreciation of the Arts</td>
</tr>
<tr>
<td><strong>Mathematics</strong></td>
</tr>
<tr>
<td>MAT 1110 Business Mathematics</td>
</tr>
<tr>
<td><strong>Natural Sciences/Mathematics Elective</strong></td>
</tr>
<tr>
<td>Natural Sciences or Math Elective</td>
</tr>
<tr>
<td><strong>Social Sciences Elective</strong></td>
</tr>
<tr>
<td>Social Sciences Elective</td>
</tr>
<tr>
<td><strong>Photography</strong></td>
</tr>
<tr>
<td>PHO 1110 Basic Photography</td>
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<tr>
<td><strong>Visual Communications</strong></td>
</tr>
<tr>
<td>COM 1110 Introduction to Visual Communications</td>
</tr>
<tr>
<td>COM 1111 Graphic Processes and Techniques</td>
</tr>
<tr>
<td>COM 1130 Graphic Design I</td>
</tr>
<tr>
<td>COM 1150 Type Concepts</td>
</tr>
<tr>
<td>COM 1170 Technology for Print Production</td>
</tr>
<tr>
<td>COM 1210 Introduction to Electronic Media</td>
</tr>
<tr>
<td>COM 1220 Graphic Design II</td>
</tr>
<tr>
<td>COM 1230 Introduction to Digital Imaging</td>
</tr>
<tr>
<td>COM 2110 Electronic Publishing</td>
</tr>
<tr>
<td>COM 2170 Visual Communications Portfolio</td>
</tr>
<tr>
<td>COM 2210 Electronic Design and Illustration</td>
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<tr>
<td>COM 2220 Electronic Publishing Practicum</td>
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<td><strong>Technical Elective (6 credits required)</strong></td>
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<tr>
<td>COM 2240 Advanced Digital Imaging for Photographers</td>
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<td>COM 2250 Advanced Digital Imaging for Designers</td>
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<td>COM 2260 Advanced QuarkXPress Production Techniques</td>
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<td>COM 0137 HTML/Web Language for Mac</td>
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**Total Required - Associate’s Degree . . . . . 68**
## RECOMMENDED FULL-TIME SCHEDULE

### FIRST YEAR

**Fall Semester**
- ENG 1111 Composition I ............................... 3
- COM 1111 Graphic Processes and Techniques 4
- COM 1150 Type Concepts ............................. 3
- COM 1210 Introduction to Electronic Media 3
- COM 1110 Introduction to Visual Communications 3

**Spring Semester**
- SPE 1111 Speech ......................................... 3
- HUM 1111 Appreciation of the Arts .................. 3
- COM 1130 Graphic Design I ........................... 3
- COM 1170 Technology for Print Production ....... 3
- COM 2110 Electronic Publishing .................... 3
- COM 2210 Electronic Design and Illustration ... 3

### SECOND YEAR

**Fall Semester**
- COM 1230 Introduction to Digital Imaging ....... 3
- COM 1220 Graphic Design II ........................ 3
- MAT 1110 Business Mathematics ................... 3
- PHO 1110 Basic Photography .. ....................... 3
- Technical Elective ................................. 3
- Social Sciences Elective ......................... 3

**Spring Semester**
- COM 2170 Visual Communications Portfolio .......... 4
- COM 2220 Electronic Publishing Practicum ....... 3
- Technical Elective ................................. 3
- Mathematics Elective or Natural Sciences Elective 3
- General Elective ................................. 3

### SECOND YEAR

**Fall Semester**
- COM 1170 Technology for Print Production ....... 3
- COM 2110 Electronic Publishing .................. 3

**Spring Semester**
- COM 1130 Graphic Design I .......................... 3
- COM 2210 Electronic Design and Illustration .... 3

**Summer Semester**
- PHO 1110 Basic Photography ......................... 3

### THIRD YEAR

**Fall Semester**
- COM 1230 Introduction to Digital Imaging ....... 3
- COM 1220 Graphic Design II ........................ 3

**Spring Semester**
- Technical Elective ................................. 3
- Social Sciences Elective ......................... 3

**Summer Semester**
- General Elective ................................. 3
- Natural Sciences Elective or Math Elective ...... 3

### FOURTH YEAR

**Fall Semester**
- COM 2220 Electronic Publishing Practicum ....... 3
- Technical Elective ................................. 3

**Spring Semester**
- COM 2170 Visual Communications Portfolio .......... 4
- SPE 1111 Speech ................................. 3

**Summer Semester**
- MAT 1110 Business Mathematics ................... 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 9 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 114 for more information.

General education course requirements are listed on page 121.
### PHOTOGRAPHY CONCENTRATION

#### COURSE REQUIREMENTS

#### English

<table>
<thead>
<tr>
<th>Course</th>
<th>Class</th>
<th>Lab</th>
<th>Credits</th>
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#### Humanities

<table>
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#### Mathematics

<table>
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<tr>
<td>MAT 1110 Business Mathematics</td>
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#### Natural Sciences/Mathematics Elective

- Natural Sciences or Math Elective: 3

#### Social Sciences Elective

- Social Sciences Elective: 3

#### Photography

<table>
<thead>
<tr>
<th>Course</th>
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<td>PHO 1115 Photographic Visual Principles</td>
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<td>PHO 1240 Studio and Lighting Techniques</td>
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<td>PHO 1430 Portrait &amp; Wedding Techniques</td>
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#### Visual Communications

<table>
<thead>
<tr>
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<th>Class</th>
<th>Lab</th>
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<tbody>
<tr>
<td>COM 1110 Introduction to Visual Communications</td>
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<tr>
<td>COM 1111 Graphic Processes &amp; Techniques</td>
<td>3</td>
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<tr>
<td>COM 1150 Type Concepts</td>
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<td>3</td>
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<tr>
<td>COM 1210 Introduction to Electronic Media</td>
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<td>2</td>
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<tr>
<td>COM 1230 Introduction to Digital Imaging</td>
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</tbody>
</table>

#### Technical Elective

- Technical Elective: 3

#### General Education Elective

- General Elective: 3

#### Total Required - Associate's Degree: 67

*Technical Elective to be chosen from any degree course with a COM or PHO prefix.

#### RECOMMENDED FULL-TIME SCHEDULE

##### FIRST YEAR

**Fall Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Class</th>
<th>Lab</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENG 1111 Composition I</td>
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<td>COM 1110 Introduction to Visual Communications</td>
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<tr>
<td>COM 1111 Graphic Processes &amp; Techniques</td>
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<tr>
<td>COM 1150 Type Concepts</td>
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<tr>
<td>PHO 1110 Basic Photography</td>
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**Spring Semester**

<table>
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<td>HUM 1111 Appreciation of the Arts</td>
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<td>SPE 1111 Speech</td>
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<td>PHO 1115 Photographic Visual Principles</td>
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<td>PHO 1210 B/W Photography I</td>
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<td>PHO 1230 Color Lab Techniques I</td>
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##### SECOND YEAR

**Fall Semester**

<table>
<thead>
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<th>Course</th>
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<tbody>
<tr>
<td>COM 1230 Introduction to Digital Imaging</td>
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<td>3</td>
</tr>
<tr>
<td>PHO 1230 Color Lab Techniques I</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>PHO 1240 Studio and Lighting Techniques</td>
<td>3</td>
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</tr>
<tr>
<td>PHO 1310 B/W Photography II</td>
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</tbody>
</table>

**Spring Semester**

- 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 9 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 114 for more information.

**FOURTH YEAR**

- Social Sciences Elective: 3
- Natural Sciences Elective: 3
- Math Elective: 3

- **Fall Semester**
  - MAT 1110 Business Mathematics: 3
  - COM 1230 Introduction to Digital Imaging: 3

- **Spring Semester**
  - PHO 1320 Color Lab Techniques II: 3
  - PHO 1430 Portrait and Wedding Techniques: 3

- **Summer Semester**
  - PHO 1270 Portfolio Practicum: 3

---

*Note: The course numbers listed are for the Fall 2000 - Spring 2001 term.*
Academic Certificate

ARTS & SCIENCES

Academic Certificate

The Arts & Sciences Academic Certificate gives the student 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 Tech. 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 Tech, 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
ENG 1111 Composition I 3 0 3
ENG 1112 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 Requirements Certificate 30
ELECTRICAL MAINTENANCE

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 Tech'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 Tech. 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 Tech, 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**

<table>
<thead>
<tr>
<th>Course</th>
<th>Class</th>
<th>Lab</th>
<th>Credits</th>
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**RECOMMENDED FULL-TIME SEQUENCE**

<table>
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**RECOMMENDED PART-TIME SEQUENCE**

**FIRST YEAR**

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<tr>
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**SECOND YEAR**

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<tbody>
<tr>
<td>EMC 1322</td>
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</tbody>
</table>

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 6 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 114 for more information.
INDUSTRIAL DISTRIBUTION

Technical Certificate

The Industrial Distribution program is a two-semester, 27 credit hour program. Graduates will have the skills to successfully assist with the day-to-day operations of inventory shipping and receiving in a warehouse or industrial environment. Areas covered include control of inventory materials, stocking, distribution, and cost control. The program covers sales and marketing to help students better understand their effect on the economy.

COURSE REQUIREMENTS

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Cr.</th>
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<tbody>
<tr>
<td>MFG 1500 Work Measurement Methods</td>
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<tr>
<td>MFG 1220 Production, Inventory and Cost Control</td>
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<td>MFG 2210 Quality Control</td>
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<tr>
<td>MKT 2220 Marketing</td>
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<table>
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<tbody>
<tr>
<td>MKT 1227 Sales Techniques</td>
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<tr>
<td>MKT Introduction to Industrial Distribution</td>
<td>.......... 3</td>
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<tr>
<td>MFG 2110 Plant Layout and Material Handling</td>
<td>.......... 3</td>
</tr>
<tr>
<td>AIS 1138 Microcomputer Software for Business</td>
<td>.......... 3</td>
</tr>
<tr>
<td>MAT 0107 Applied Workplace Mathematics</td>
<td>.......... 3</td>
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</tbody>
</table>

All of the courses in this certificate apply toward Nashville State Tech’s A.A.S. degrees in General Technology or in Manufacturing Engineering Technology.

Note: The primary purpose of this certificate is to prepare students for employment immediately following graduation from Nashville State Tech. 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 Tech, 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.
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 multitrack 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 Tech’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 Tech. 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 Tech, 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

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course</th>
<th>Class</th>
<th>Lab</th>
<th>Cr.</th>
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</thead>
<tbody>
<tr>
<td>Fall Semester</td>
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<td>MUS 1130 Introduction to Studio Recording</td>
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<td>MUS 1140 Introduction to MIDI</td>
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<td>MUS 1210 The Business of Music</td>
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<tr>
<td>Spring Semester</td>
<td>MUS 1220 Songwriting</td>
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<td>MUS 1230 Advanced Studio Recording</td>
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<td>MUS 1240 Desktop Digital Audio</td>
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<td>MUS 1340 Music Publishing</td>
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<tr>
<td>Summer Semester</td>
<td>MUS 1310 The Internet for Musicians</td>
<td>2</td>
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<td>MUS 1330 Studio Maintenance</td>
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</table>

Additional classes which may be substituted for two of the previously listed courses:

- MUS 1260 Advanced MIDI
- MUS 1320 Advanced Songwriting
- MUS 1350 Individual Study

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 6 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 114 for more information.
PHOTOGRAPHY
Technical Certificate

The Nashville State Tech 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 Tech’s A.A.S. degrees in General Technology or in Visual Communications.

COURSE REQUIREMENTS

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course</th>
<th>Class</th>
<th>Lab</th>
<th>Cr.</th>
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<tbody>
<tr>
<td>Fall Semester</td>
<td>PHO 1110 Basic Photography</td>
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<td>PHO 1115 Photographic Visual Principles</td>
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<td>COM 1210 Introduction to Electronic Media</td>
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<td>PHO 1230 Color Lab Techniques I</td>
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<tr>
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Technical Electives

- COM 1230 Introduction to Digital Imaging
- PHO 1310 Black-and-White Photography II
- PHO 1410 Nature Photography
- PHO 1440 Medical Photography Techniques
- PHO 1450 Individual Study
- PHO 1460 Open Darkroom
- PHO 1470 Photojournalism
- PHO Advanced Studio Lighting

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 6 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 114 for more information.

Note: The primary purpose of this certificate is to prepare students for employment immediately following graduation from Nashville State Tech. 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 Tech, 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

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 program will be eligible to sit for the national certifying exam given by the Association for Surgical Technologists. Upon passing the exam, individuals are designated as Certified Surgical Technologists.

Job opportunities include operating rooms, clinics, labor and delivery departments, and sterile central 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 and interview. Due to limited enrollment, students should request application early. A letter with specific admission requirements will be sent to all qualified applicants.

COURSE REQUIREMENTS

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<tr>
<th>Biology</th>
<th>Class</th>
<th>Lab</th>
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<tr>
<td>BIO 1004 Basic Anatomy &amp; Physiology</td>
<td>3</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Chemistry</td>
<td></td>
<td></td>
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<tr>
<td>CHE 1000 Basic Chemistry &amp; Pharmacology</td>
<td>2</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Allied Health</td>
<td></td>
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<tr>
<td>ALH 1001 Introductory Surgical Technology</td>
<td>3</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>ALH 1002 Basic Skills Laboratory</td>
<td>1</td>
<td></td>
<td>1</td>
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<tr>
<td>ALH 1003 Introduction to Clinical</td>
<td>1</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>ALH 1010 Clinical Experience for Surgical Technology</td>
<td>5</td>
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<td>15</td>
</tr>
</tbody>
</table>

Total Requirements Certificate ............ 32

First Semester

<table>
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<tr>
<th>Cr.</th>
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<tbody>
<tr>
<td>ALH 1001 Introductory Surgical Technology</td>
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<tr>
<td>ALH 1002 Basic Skills Laboratory</td>
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<tr>
<td>ALH 1003 Introduction to the Clinical</td>
</tr>
<tr>
<td>BIO 1000 Medical Terminology</td>
</tr>
<tr>
<td>BIO 1002 Microbiology for Surgical Technology</td>
</tr>
<tr>
<td>BIO 1004 Basic Anatomy and Physiology</td>
</tr>
<tr>
<td>CHE 1000 Basic Chemistry and Pharmacology</td>
</tr>
</tbody>
</table>

Second Semester

ALH 1010 Clinical Experience for Surgical Technology... 15

All of the courses in this certificate apply toward Nashville State Tech’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 Tech. 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 Tech, 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.
WORKFORCE READINESS

Technical Certificate

The Workforce Readiness Technical Certificate is a one-year program that trains and equips graduates to succeed in the workplace. The program develops students’ basic job-related skills and workplace performance skills such as teamwork, communication, and problem-solving.

This certificate provides an opportunity for educational advancement and mobility through articulation with the appropriate A.A.S. degree. Students must meet college admission requirements to be admitted to the program.

BUSINESS TECHNICAL OPTION
Career Objective: This program will, with one year of college training, equip completers to succeed in entry-level office-related jobs.

**FIRST SEMESTER**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
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</thead>
<tbody>
<tr>
<td>ACC 1104</td>
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</tr>
<tr>
<td>AIS 1180</td>
<td>4</td>
</tr>
<tr>
<td>BUS 1113</td>
<td>3</td>
</tr>
<tr>
<td>RSM 0703</td>
<td>3</td>
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<tr>
<td>SPE 1112</td>
<td>3</td>
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</tbody>
</table>

**SECOND SEMESTER**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
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</thead>
<tbody>
<tr>
<td>AIS 1138 Microcomputer Software for Business</td>
<td>4</td>
</tr>
<tr>
<td>BUS 2310 Business Ethics</td>
<td>3</td>
</tr>
<tr>
<td>BUS 2600 Business Law: Contracts and Commercial Transactions</td>
<td>3</td>
</tr>
<tr>
<td>BUS 2400 Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>OAD 1220 Beginning Word Processing</td>
<td>4</td>
</tr>
</tbody>
</table>

OFFICE ADMINISTRATION OPTION
Career Objective: This program will, with one year of college training, equip completers to succeed in entry-level clerical or office-related jobs.

**FIRST SEMESTER**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>OAD 1115 Office Reference Manual Review</td>
<td>4</td>
</tr>
<tr>
<td>OAD 1120 Keyboarding/Speedbuilding</td>
<td>4</td>
</tr>
<tr>
<td>AIS 1180 Introduction to Microcomputing</td>
<td>4</td>
</tr>
<tr>
<td>SPE 1112 Fundamentals of Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td>RSM 0703 Basic Mathematics</td>
<td>3</td>
</tr>
</tbody>
</table>

**SECOND SEMESTER**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>OAD 1220 Beginning Word Processing</td>
<td>4</td>
</tr>
<tr>
<td>OAD 1260 Spreadsheet Software for Administrative Assistants</td>
<td>3</td>
</tr>
<tr>
<td>OAD 1400 Electronic Office Procedures</td>
<td>4</td>
</tr>
<tr>
<td>OAD 1500 Presentation Software</td>
<td>3</td>
</tr>
<tr>
<td>BUS 2310 Business Ethics</td>
<td>3</td>
</tr>
</tbody>
</table>

COMPUTER INFORMATION OPTION
Career Objective: This program will, with one year of college training, equip completers to succeed in entry-level clerical, office-related, or computer jobs.

**FIRST SEMESTER**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
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</thead>
<tbody>
<tr>
<td>CIS 0115 AS/400 Basic Computer Operations</td>
<td>3</td>
</tr>
<tr>
<td>OAD 1120 Keyboarding/Speedbuilding</td>
<td>4</td>
</tr>
<tr>
<td>CIS 1020 Computing Environment</td>
<td>3</td>
</tr>
<tr>
<td>RSM 0703 Basic Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>SPE 1112 Fundamentals of Speech Communication</td>
<td>3</td>
</tr>
</tbody>
</table>

**SECOND SEMESTER**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 2310 Business Ethics</td>
<td>3</td>
</tr>
<tr>
<td>CIS 1030 Program Logic and Design</td>
<td>4</td>
</tr>
<tr>
<td>CIS 0117 AS/400 SQL Relation Database Design</td>
<td>3</td>
</tr>
<tr>
<td>CIS 2250 Micro Operating Systems and Networking</td>
<td>3</td>
</tr>
<tr>
<td>CIS 0116 AS/400 Control Language</td>
<td>3</td>
</tr>
</tbody>
</table>

All of the courses in this certificate apply toward Nashville State Tech’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 Tech. 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 Tech, 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.*

* Students must take the math placement test unless they meet other entrance requirements. If students are not placed in RSM 0703 on the placement test, no other math course is required for this certificate.
Community Education Center
Each semester Nashville State Tech, through the Community Education Center, offers more than 150 special interest courses. 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 Tech 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. These courses can also be offered at other times and locations or can be customized to meet specific training needs by special request.

Typical course topics include:
- Accounting
- AutoCAD
- Basic Medical Terminology
- Basic Blueprint Reading
- Board Drafting
- Building Codes
- Common Sense Grammar & Style
- Construction Estimating
- Creative Writing
- Desktop Publishing
- Financial Planning
- Floral Design
- Introduction to Microcomputing
- Introduction to Wall Street
- Keyboarding
- Landscaping
- Microsoft Access
- Microsoft Excel
- Microsoft Office
- MicroStation CAD
- Networking/Internet
- Own & Operating a Small Business
- Programmable Logic Controllers
- Real Estate
- Stained/Art Glass
- Tooling and Machining
- Watercolor
- Windows
- WORD
- Writing for Magazines

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. 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 0101, 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 0101 Real Estate Fundamentals
- RLE 0103 Course for New Affiliates/Real Estate
- RLE 0122 Real Estate Investments

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

Certified Employee Benefit Specialist (CEBS) Program
The CEBS program is a ten-course curriculum covering the entire spectrum of employee benefits. It has been designed to help individuals develop a comprehensive understanding of employee benefit principles and concepts.

Individuals who complete the CEBS program earn the professional designation Certified Employee Benefit Specialist, the most widely recognized and highly respected designation in the employee benefit field.

The CEBS also awards a Certificate of Recognition of Academic Achievement in Group benefits upon passing the exams for Courses 1, 2 and 9 exams and a Certificate of Recognition of Academic Achievement in Retirement Plans upon passing the exams for Courses 3, 4, and 7.

Individuals participating in the CEBS program represent a variety of backgrounds. Benefit managers, consultants, insurance company representatives, trust officers, administrators, attorneys, accountants, investment specialists and others interested in employee benefits should enroll in CEBS.

Two of the ten classes are offered fall and spring semesters. Testing is now done by computer at strategically located centers.

For more information, please call 615-353-3255.
Career Employment Center

The Career Employment Center assists students, graduates and alumni with their employment needs. Companies use the Center to locate qualified job applicants from the college. The service attempts to match the needs of 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 guidance to students and graduates of the college. It does not operate as an employment agency nor does it guarantee employment to those individuals registered with the Center.

The Career Employment Center is located in Room W-77 in the Weld Building. A representative of the Center will be happy to assist you with locating appropriate employment that meets your needs. No appointment is necessary.

Career Employment

Because having graduates employed in their chosen career field is important to the college, the Career Employment Center targets its efforts to assist graduates. Therefore, all second-year students who will seek career employment upon graduation should register with the Center at the beginning of their last semester.

Students can receive information about the latest employment and salary statistics of Nashville State Tech graduates from the Career Employment Center.

Cooperative Education (Co-op)

Cooperative Education is a partnership between the college and the business community which 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 to receive 1.5 credits or full-time to receive 3.0 credits.

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

1. A minimum cumulative grade point average of 2.5 and the successful completion of the first semester within the student’s major field of study.
2. Past or present work experience in a field related to the student’s major.

To register for Co-op, a Co-op Packet is available in the Career Employment Center. 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 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 a part of their academic program 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 field, and appreciate the relationship between theory and practice. Students receive monetary compensation for their Co-op work experience.

Job Placement

92% of those NSTI graduates looking for work were placed in jobs related to their majors.
Computer Training Center

The Computer Training Center offers a comprehensive variety of short-term, hands-on computer classes. These courses are offered on a regular basis to the general public and they may also be developed and delivered to companies on a contract basis. The half-day and full-day courses are available on campus or at a company site on a contract basis. Participants may receive Continuing Education Units (CEUs) for the courses. Some examples of courses are:

- Database Management
- Microsoft Certified Systems Engineer (MCSE)
- Microsoft Office
- Network + Certification
- Outlook
- PC Basics
- Presentation Software
- Spreadsheets
- Visual Basic
- Web page development
- Windows
- Word Processing

The Computer Training Center offers workshop specials for Senior Citizens, children and employees of non-profit organizations:

- Special 4-hour workshops have been designed for senior citizens who are 60 years and older for a reduced rate.
- Summer Kids Computer Camps have been developed to introduce young people to technology including multimedia tools, web page development software and the Internet.
- Non-profit organizations (501C3) have the special opportunity to attend one day, hands-on computer classes at no charge. The only charge to the student is the cost of the textbook (approximately $16).

Nashville State Tech in partnership with Panurgy, formerly KiZAN, a Microsoft Certified Technical Education Center offers Microsoft Certified Systems Engineer Training (MCSE). This unique partnership allows Nashville State Tech to offer the complete certification including classes, labs, Microsoft Official curriculum, materials, software and test vouchers for a reduced rate.

Please call 353-3405 or visit or web site at www.nsti.tec.tn.us/crtc for our current schedule and programs.

Technical Training Center

The Technical Training Center offers a variety of short-term courses, workshops and seminars designed for business and industry to assist with special in-house training. The training can be technical or non-technical and is generally conducted for the purpose of upgrading, retraining and/or cross-training. The Center also develops and delivers customized training programs in response to the unique training needs of area business and industry. The training can be offered on-site, at the Nashville State Tech campus or at another convenient community location. Courses, seminars and workshops include, but are not limited to the following:

- Blueprint Reading
- Common Sense Writing and Style
- Customer Service
- Hydraulics and Pneumatics
- Industrial Electrical Training
- Instrumentation and Controls
- ISO/QS 9000
- Leadership
- Presentation Skills
- Programmable Logic Controllers
- SPC

For more information, please call 615-353-3456.

Work Keys® Service Center

The Work Keys® program enables business and education to collaborate to strengthen workplace skills. Work Keys compares the skills of job applicants and current employees to the skill requirements of specific jobs within a company. Work Keys helps companies decrease recruitment time and costs, reduce training expenses and focus training programs to target skills deficiencies of individuals. The Nashville State Tech Work Keys Service Center provides job profiling, skill assessments, research and reporting and instructional support. The Center is part of a statewide effort involving 14 two-year colleges and is coordinated through the Tennessee Board of Regents.

Work Keys® is a registered trademark of ACT™, Inc.

For more information, please call 615-353-3580.
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, Glenciff High School, Nashville Electric Service, Opry Mills Learning Development Center, Whirlpool Training Center, Nashville Career Advancement Center (Metro Center), Vine Hill Community Center, Overton High School and Wright Travel.

Outside Davidson County Locations: Cumberland Heights Elementary School (Clarksville), Northwest High School, Vocational Building (Clarksville), Harpeth High School (Kingston Springs), Houston County High School (Erin), Humphreys County Center for Higher Education (Waverly), Robertson County Lifelong Learning Center (Springfield), Renaissance Center (Dickson), Sycamore High School (Pleasant View), Hendersonville Police Department and Mt. Juliet Police Department.

DISTANCE EDUCATION SERVICES: There are two distance education modes at Nashville State Tech. 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: Off-campus Locations 615-353-3259; Distance Education 615-353-3461 or 800-272-7363.

Development Office

The Development Office at Nashville State Tech 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 Tech 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 615-353-3225.
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 communications, humanities, mathematics, political science, social sciences, and the 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.

The division also offers degree programs in Occupational Therapy Technology, Early Childhood Education and Police Science Technology and certificate programs in Surgical Technology, and Work Force Readiness.

Academic Skills Department
The Academic Skills Department assists students who need to strengthen their academic skills to ensure success in college-level courses. During the admissions process, degree-seeking and transfer students may be assessed with the AAPP test to determine whether or not remedial/developmental coursework is necessary prior to enrolling in college-level courses. Academic advising, counseling, and regularly scheduled conferences with instructors and counselors help provide the skills students need to move into degree programs. If an academic deficiency is identified after students enter college-level courses, students are referred to the Academic Skills Department for evaluation. The department also administers the Learning Center, located in the Library, the tutoring program, and the student disabilities program located in L-106.

English, ESL, Humanities, and Social Sciences Department
(Spanish and French courses included)

English courses are offered in composition, business writing, speech communications, and literature. In some courses, students analyze samples of writing for organizational patterns, literary development, and modes of thought. Students gain practical experience in writing and speaking. Assignments frequently allow students to make use of their job experiences or technical backgrounds.

Humanities include courses in philosophy and art appreciation as well as courses in Spanish, French, and literature. Humanities courses help students gain an appreciation of their cultural heritage and to appraise their personal, values.

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

Language courses allow students to develop proficiency in understanding, speaking, reading, and writing Spanish or French.

English as a Second Language (ESL) sections are offered in college-preparatory (remedial/developmental) courses and are noted on the class schedule. In addition, the college has a full-time ESL specialist on staff to assist students who speak English as a Second Language.

The Honors Program at Nashville State Tech 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 must have completed twelve 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 Social Sciences department at 615-353-3531.

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.
Mathematics and Natural Sciences Department

The Mathematics and Natural Sciences 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.

Students in mathematics courses may be required to have a specific type of hand-held calculator with functions appropriate to the course. Laboratory assignments in mathematics and natural science courses outside of regular class meetings may be required.

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

FAMOUS PEOPLE WHO ATTENDED TWO YEAR COLLEGES

Eileen Collins .......... NASA Space Shuttle Commander
Nolan Ryan .............. Hall of Fame Baseball Player
Kweisi Mfume ....... NAACP President
Sarah McClendon ..... Washington Correspondent, Author, and Lecturer
Randy Owen ........... Lead Singer, Alabama
Norman Rice .......... Former Mayor of Seattle
Jeanne Kirkpatrick .... Ambassador
Fred Haise .......... Apollo XIII Astronaut
Sela Ward .............. Actress
H. Ross Perot ........... Businessman
Rudy Gatlin ............. Entertainer
Walt Disney .......... Animation Innovator
General Education Courses

General education course requirements are listed below and in the suggested schedule for each program of study. Please consult your advisor for additions to or deletions from this list. Check with the transfer institution of your choice for specific information on transfer equivalences.

Humanities
- Ethics (PHI 1111)
- Introduction to Philosophy (PHI 1030)
- Appreciation of the Arts (HUM 1111)
- Fiction (ENG 2131)
- Poetry & Drama (ENG 2132)
- Multi-cultural Literature (ENG 2133)
- American Literature (ENG 2134)
- World Literature (ENG 2136)
- British Literature (ENG 2135)
- Intro to Film (ENG 2140)
- Spanish I (SPA 1111)
- Spanish II (SPA 1112)
- French I (FRE 1111)
- French II (FRE 1112)
- Critical Thinking (PHI 1000)

English
- Composition I (ENG 1111)
- Composition II (ENG 1112)
- Speech (SPE 1111)
- Research Methods (ENG 1110)
- Report Writing (ENG 2112)
- Fundamentals of Speech Communication (SPE 1112)
- Journalism Writing for the Media (ENG 1115)

Social Sciences
- Sociology (SOC 1111)
- Social Problems (SOC 1112)
- Intro to Anthropology (SOC 1120)
- Psychology (PSY 1111)
- Social Psychology (PSY 2113)
- Psychology of Adjustment (PSY 1115)
- Psychology of Human Development (PSY 2111)
- Political Science (POL 1111)
- Marriage & Family (SOC 2112)
- American History to Mid-19th Century (HIS 2111)
- American History since Mid-19th Century (HIS 2112)
- World Civilizations I (HIS 2122)
- World Civilizations II (HIS 2123)

Math & Natural Sciences
- Business Mathematics (MAT 1110)
- College Algebra (MAT 1120)
- Trigonometry (MAT 1130)
- Technical Mathematics (MAT 1140)
- Basic Calculus (MAT 1150)
- Finite Mathematics (MAT 1160)
- Introduction to Calculus (MAT 2000)
- Statistics (MAT 2110)
- Intermediate Statistics (MAT 2120)
- Discrete Mathematics (MAT 2210)
- Calculus I and Analytical Geometry (MAT 2310)
- Calculus II and Analytical Geometry (MAT 2320)
- Calculus III and Analytical Geometry (MAT 2330)

Arts & Sciences Division
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 department 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 prefix for courses in each area are:

ACC Accounting
ACT Architectural Engineering Technology
AIS Accounting Information Systems
ALH Surgical Technology
AMT Automotive Service Technology
BIO Biology
BNK Banking
BUS Business
CAD Computer-aided Drafting
CHE Chemistry
CIT Civil & Construction Engineering Technology
CMT Communications Technology
COM Visual Communications
CPT Computer Technology
CTD Computer Technology Department
CUL Culinary Science
DSE Developmental English
DSM Developmental Mathematics
DSR Developmental Reading
DSS Developmental Study Skills
ECED Early Childhood Education
ECO Economics
EDU Education
EET Electrical-Electronic Engineering Technology
EMC Electrical Maintenance
ENG English

ENV Environmental Technology
FRE French
GEO Geology
HIS History
HON Honors
HUM Humanities
MAT Mathematics
MFG Manufacturing Engineering Technology
MKT Marketing
MUS Music
OAD Office Administration
OTT Occupational Therapy Assistant Technology
PHI Philosophy (Ethics and Critical Thinking)
PHO Photography
PHY Physics
POL Political Science
PSC Physical Sciences
PST Police Science Technology
PSY Psychology
RSE Basic English
RSM Basic Mathematics
RSR Basic Reading
SOC Sociology
SPA Spanish
SPE Speech and Communications
ACCOUNTING

ACC 1104 PRINCIPLES OF ACCOUNTING I
4 Credits 4 Class Hours
Designed for accounting majors to cover the basic principles of accounting theory and practice. Topics covered include accounting for sole proprietorship, service, and merchandising business enterprises. The processes of evaluation, journalizing, and posting are covered in depth. Worksheets, financial statements, deferrals, accruals, voucher systems, receivables, and inventory are also covered.
Prerequisite: DSM 0813

ACC 1105 PRINCIPLES OF ACCOUNTING II
4 Credits 4 Class Hours
A continuation of ACC 1104, this course is intended for accounting majors with emphasis on plant assets, payroll, partnerships, and corporate forms of business organization. Other topics covered include account controls, earnings, dividends, long-term investments and liabilities, and statement of cash flows.
Prerequisite: ACC 1104 with a grade of C or higher

ACC 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 through the use of payroll software and a microcomputer.
Prerequisites: ACC 1104 and AIS 1138

ACC 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: ACC 1105 with a grade of C or better and AIS 1138

ACC 2164 INTERMEDIATE ACCOUNTING II
4 Credits 4 Class Hours
A continuation of ACC 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: ACC 2154

ACC 2340 COST AND 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-run decision making.
Prerequisites: ACC 1105, AIS 1138

ACC 2350 TAXATION
3 Credits
An introductory course to acquaint the student with taxation and the statutory concept of income. As an overview, the three primary tax returns - personal, partnership, and corporate - are covered.
Prerequisite: ACC 1105

ACC 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, run parallel (manual and computerized) and produce financial statements and all supporting schedules.
Prerequisites: ACC 1105

ACC 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: ACC 1105
ARCHITECTURAL ENGINEERING TECHNOLOGY

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, architectural symbols, dimensioning systems, graphic systems and the use of drafting instruments and materials are studied. The student will prepare construction drawings and a study model for a small residence.

Corequisites: ENG 1111 and CAD 1100

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 and concludes with the Modern and Post-Modern developments in contemporary architecture.

Corequisite: ENG 1111

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: MAT 1140

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 MAT 1140

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 1138 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, database, and presentation graphic software. The actual software used will be determined by what the local market is using.
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 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: ACC 1105, AIS 1138

AIS 2700 WINDOWS SOFTWARE
4 Credits 4 Class Hours
This course is a follow-on to AIS 1138. Students are taught to integrate word processing, data base, and presentation graphics software into fully integrated applications. The docucentric approach to application development and the use of object linking and embedding are stressed.
Prerequisites: AIS 1180, AIS 1138

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 1138

SURGICAL TECHNOLOGY

ALH 1001 INTRODUCTORY SURGICAL TECHNOLOGY
3 Credits 2 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: DSR 0853 or equivalent skills, RSM 0703 or equivalent skills

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, vital signs, 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: DSR 0853 or equivalent skills, RSM 0703 or equivalent skills
Corequisite: ALH 1001

ALH 1003 INTRODUCTION TO CLINICAL
3 Credits
Introduces the student to the operating room environment. Direct observation of surgical cases and clinical rotation through specialty areas.
Prerequisites: DSR 0853, RSM 0703
Corequisites: ALH 1001, 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 general 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: AU 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: DSM 0813 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 1110

AMT 1124 AUTOMOTIVE BRAKES
3 Credits 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 1110

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 1110

AMT 1220 FORD ELECTRICAL SYSTEMS
4 Credits 3 Class Hours, 2 Laboratory Hours
Covers the automobile electrical system including batteries, wiring, lighting, alternators, generators, starters, and voltage regulators. Course covers the use of electrical test equipment and schematics and stresses the proper care and use of tools.

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 1810 FORD ELECTRICAL/ELECTRONICS
5 Credits 2 Class Hours, 3 Laboratory Hours
Covers the automobile from the basic electrical system all the way to the electronic devices used by the computers to control outputs, such as regulators and solenoids and other monitoring devices. The course covers proper use of electrical equipment, schematics, and proper care of equipment.

AMT 2110 FORD ELECTRONIC SYSTEMS/COMPUTERS
4 Credits 3 Class Hours, 2 Laboratory Hours
An introduction to electronic devices (transducers) and associated computers used to regulate, monitor, and control various systems on Ford Motor Company vehicles.
Prerequisite: AMT 1220

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 3 Class Hours, 2 Laboratory Hours
Covers the theory, operation, diagnosis, and repair of front and rear wheel drive transmissions.
Prerequisite: AMT 2110

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 driveability 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 1310

AMT 2315 FORD FUEL AND EMISSIONS
2 Credits 1 Class Hour, 3 Laboratory Hours
Covers the principles and functions of the Ford vehicle automotive fuel system. Course stresses diagnosis, repair and adjustment of the entire system including emission control devices.
Prerequisite: ALIT 1110
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 1220 or EET 1190 or EET 1192

AMT 2340 FORD ENGINE PERFORMANCE
6 Credits 4 Class Hours, 4 Laboratory Hours
Covers techniques for diagnosing the automobile engine and other areas and stresses electronics and conventional ignition systems. Carburetion and injection systems are introduced. Complete tune-up procedures, using the latest test equipment, are studied to insure proper application to the automobile.
Prerequisite: AMT 2110

AMT 2345 ENGINE PERFORMANCE AND 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

AMT 2360 FORD AUTOMOTIVE PROJECT
2 Credits 2 Class Hours
Illustrates automotive developmental concepts as they relate to future computer uses in automotive design.
Prerequisite: AMT 2110

BIOLOGY

BIO 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.

BIO 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: DSR 0853 or equivalent skills

BIO 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: DSR 0853 or equivalent skills

BIO 1006 FIRST AID AND CARDIOPULMONARY RESUSCITATION
3 Credits 3 Class Hours
Teaches the theory and practice of first aid, emergency care and basic cardiac life support following cardiac arrest. Course prepares the student for basic CPR certification and provides essential information for developing functional first aid and CPR capabilities of lay persons. This course does not satisfy a Natural Science requirement.

BIO 1130 ANATOMY AND PHYSIOLOGY I
4 Credits 3 Class Hours, 2 Laboratory Hours
Designed primarily for students in allied health fields and those in the biological sciences. Course topics include cell structure and physiology, tissues, and the integumentary, skeletal, muscular and nervous systems. A laboratory accompanies this course. It is strongly suggested that the student have a background in general chemistry and biology before attempting this course.
Prerequisite: DSR 0853 or equivalent skills

BIO 1140 ANATOMY AND PHYSIOLOGY II
4 Credits 3 Class Hours, 2 Laboratory Hours
Designed primarily for students in allied health fields and those in the biological sciences. This is a continuation of BIO 1130, which should be completed before attempting this course. Course topics include studies of the anatomy and physiology of the endocrine, cardiovascular, respiratory, immune, reproductive, and urinary systems. A laboratory accompanies this course. It is strongly suggested that the student have a background in general chemistry and biology before attempting this course.
Prerequisite: DSR 0853 or equivalent skills
BIO 1150 CONCEPTS OF BIOLOGY I
4 Credits 3 Class Hours, 2 Laboratory Hours
Biology for non-majors, this course introduces the student to cell structure and function, energy pathways, cell division, patterns of inheritance, evolution, DNA structure and function with recombinant DNA and genetic engineering. Micro and Macro-evolution and the diversity of living things is covered. A two hour laboratory accompanies this course.
Prerequisite: DSR 0853 or equivalent skills

BIO 1160 CONCEPTS OF BIOLOGY II
4 Credits 3 Class Hours, 2 Laboratory Hours
A continuation of Concepts of Biology I, this course will introduce plants with an emphasis on structure, nutrition and reproduction; animal structure and function with an emphasis on the human organism, and introduces the principles of ecology and behavioral patterns in animals. A two hour laboratory accompanies this course. It is strongly recommended that the student take BIO 1150, Concepts in Biology I, before taking this course.
Prerequisite: DSR 0853 or equivalent skills

BIO 1250 PRINCIPLES OF NUTRITION
3 Credits 3 Class Hours
A general course in nutrition with emphasis on scientific principles, metabolism, and requirements for nutrients. Topics of interest to those in health care and related professions are discussed.
Prerequisites: DSR 0853 and DSM 0803 or equivalent skills

BIO 2000 ENVIRONMENTAL SCIENCE
4 Credits 3 Class Hours, 2 Laboratory Hours
Environmental problems, ecosystems, and human populations are discussed. The availability and conservation of natural, living, and energy resources are stressed. The politics and economics of world resources will be discussed. A laboratory accompanies this course and will include both on-campus and off-campus activities.
Prerequisite: DSR 0853 or equivalent skills

BIO 2010 MICROBIOLOGY
4 Credits 3 Class Hours, 3 Laboratory Hours
Provides a foundation in bacteriology. Topics covered include microbial structure, growth, metabolism, genetics, and the role of microorganisms in disease with discussions on applied microbiology and medically significant fungi and viruses. A laboratory accompanies this course and will introduce the student to aseptic techniques, staining, growth media, and the identification of bacteria and fungi. It is strongly suggested that the student have a background in general chemistry and biology before attempting this course.
Prerequisite: DSR 0853 or equivalent skills

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.
Prerequisites: DSR 0853

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.
Prerequisite: DSR 0853 and RSM 0703

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: DSR 085.3

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.
Prerequisite: DSR 0833 and RSM 0703
BNK 2115 NEGOTIABLE INSTRUMENTS  
3 Credits 3 Class Hours
Explores the relevant legal implications of the normal activities and transactions in bank operations. Course is designed to teach legal principles related to negotiable instruments and to influence attitudes of bank personnel by providing information about the impact of the law and applicable bank regulations. Highlights include holder in due course, check losses, and liability. Instructor uses illustrative cases extensively.
Prerequisite: DSR 0853

BNK 2210 THE TRUST BUSINESS  
3 Credits 3 Class Hours
Presents a complete picture of the services and duties of institutions engaged in the trust business. Course is an excellent overview of wills, trust agreements, property ownership, and investments of trust departments. Class discusses the organization and history of the trust business.
Prerequisite: DSR 0853

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: DSR 0853 and RSM 0703 or equivalent skills

BUS 1000 INTRODUCTION TO CUSTOMER SERVICE  
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: DSR 0853

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: DSR 0853 and RSE 0733 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: DSR 0853 and RSE 0733 or equivalent skills

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: DSR 0853 and RSM 0703

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: DSR 0853 and RSE 0733 or equivalent skills
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Class Hours</th>
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<tbody>
<tr>
<td>BUS 2310</td>
<td>BUSINESS ETHICS</td>
<td>3</td>
<td>3</td>
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<td>BUS 2311</td>
<td>LEADERSHIP</td>
<td>3</td>
<td>3</td>
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<tr>
<td>BUS 2400</td>
<td>PRINCIPLES OF MANAGEMENT</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>BUS 2600</td>
<td>BUSINESS LAW: CONTRACTS</td>
<td>3</td>
<td>3</td>
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<tr>
<td>CAD 1100</td>
<td>COMPUTER-AIDED-DRAFTING I</td>
<td>3</td>
<td>1</td>
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<tr>
<td>CAD 1200</td>
<td>COMPUTER-AIDED-DRAFTING II</td>
<td>3</td>
<td>6</td>
</tr>
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<td>CHE 1000</td>
<td>BASIC CHEMISTRY AND PHARMACOLOGY</td>
<td>2</td>
<td>2</td>
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<td>CHE 1050</td>
<td>CHEMISTRY</td>
<td>3</td>
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<td>CHE 1051</td>
<td>CHEMISTRY LABORATORY</td>
<td>1</td>
<td>3</td>
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</tbody>
</table>

**BUS 2310 BUSINESS ETHICS**
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:** DSR 0853 and RSE 0733 or equivalent skills

**BUS 2311 LEADERSHIP**
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.

**Prerequisite:** DSR 0853 and RSE 0733 or equivalent skills

**BUS 2400 PRINCIPLES OF MANAGEMENT**
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:** DSR 0853 and RSE 0733 or equivalent skills

**BUS 2600 BUSINESS LAW: CONTRACTS**
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:** DSR 0853 and RSE 0733 or equivalent skills

**CAD 1200 COMPUTER-AIDED-DRAFTING I**
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.

**Corequisites:** CAD 1100

**CAD 1300 COMPUTER-AIDED-DRAFTING II**
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 polyl ine edit&g, 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 1280

**CHEMISTRY**

**CHE 1000 BASIC CHEMISTRY AND PHARMACOLOGY**
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.

**Prerequisite:** DSR 0853 or equivalent skills, RSM 0703 or equivalent skills

**CHE 1050 CHEMISTRY**
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 bonds, reactivity, energy, raw materials, organic chemicals, polymers, toxic substances, and chemistry of the air and water.

**CHE 1051 CHEMISTRY LABORATORY**
Laboratory exercises to accompany CHE 1050.
CHE 1110 GENERAL CHEMISTRY I
3 credits
Includes fundamental concepts of chemistry, atomic and molecular structure, nomenclature, states and properties of matter, chemical bonds, kinetic theory, and gas laws.
Prerequisite: DSM 0813 or permission of instructor.

CHE 1111 GENERAL CHEMISTRY LABORATORY I
1 Credit
3 Laboratory Hours
Laboratory exercises to accompany CHE 1110.
Corequisite: CHE 1110

CHE 1120 GENERAL CHEMISTRY II
3 Credits
3 Class Hours
A continuation of CHE 1110. Topics include solutions, acids, bases, salts, colloids, oxidation and reduction reactions, and an introduction to organic chemistry.
Prerequisite: CHE 1110

CHE 1121 GENERAL CHEMISTRY LABORATORY II
1 Credit
3 Laboratory Hours
Laboratory exercises to accompany CHE 1120.
Corequisite: CHE 1120

COMPUTER INFORMATION SYSTEMS

CIS 1010 INTRODUCTION TO ELECTRONIC DATA PROCESSING
3 Credits
3 Class Hours
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: RSR 0753

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: RSM 0703
Corequisite: CIS 1020 or CPT 2325

CIS 1120 ASSEMBLER LANGUAGE PROGRAMMING
4 Credits
4 Class Hours
A comprehensive treatment of symbolic machine assembly language concepts employing the IBM System OS/MVS/XA Assembler Language. Course emphasizes a thorough understanding of the System ES-9000 hardware, standard and decimal instruction set, input/output operations, and the use of the storage dumps in the program debugging. Several business applications are flowcharted, programmed, and run on the computer.
Prerequisite: CIS 1030

CIS 1130 PASCAL
3 Credits
3 Class Hours
Introduces the various programming concepts of Pascal using business applications. Emphasizes problem-solving methods and algorithm development. Students gain experience in the design, debugging, and documentation of programs using structured programming techniques.
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 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 data-base design.
Prerequisites: Two programming languages

CIS 2120 OPERATING SYSTEMS
3 Credits
3 Class Hours
Explores individual features of operating systems. Students are exposed to how basic operating system functions are implemented at the micro, midrange, and mainframe platform levels. Topics covered are job control, supervisors, libraries, and utilities. This course presents a cohesive functional picture of complete computer systems.
Prerequisite: CIS 1120
CIS 2130 RPG PROGRAMMING
3 Credits
3 Class Hours
A comprehensive treatment of RPG II, RPG III and RPG/400 concepts utilizing the IBM System AS/400. 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 1120

CIS 2140 ANS COBOL APPLICATIONS
5 Credits
5 Class Hours
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 2110

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 2110

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 on-line reports and inquiries.
Prerequisite: CIS 2110

CIS 2170 INTRODUCTION TO WEB APPLICATION DEVELOPMENT
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 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: MAT 1140

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: MAT 1140

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 2110
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, complex data types and pointers.
Prerequisite: CIS 1130

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 MICROCOMPUTING 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 ADVANCED WEB APPLICATION DEVELOPMENT
4 Credits 4 Class Hours
This course is designed to present students with current topics in computing. The focus of this course is currently web based programming using JAVA.
Prerequisite: US 1020 or CPT2325 and US 1130

CIS 2280 DELPHI-RAPID APPLICATION DEVELOPMENT
4 Credits 4 Class Hours
This course is designed to introduce students to Windows software development using Delphi and the Object Pascal language. Students will design and implement user interfaces utilizing visual components such as dialog boxes, data entry forms, menus, list boxes, check boxes, and radio buttons. Typical business applications will be assigned to expose students to the database access, MDI and SDI application development, printing, debugging, OCX, DDE, and DDL capabilities of Delphi.
Prerequisite: CIS 30

CIVIL AND CONSTRUCTION ENGINEERING TECHNOLOGY

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: ENG 1111

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: DSM 0813 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: MAT 1140
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: MAT 1140

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

CMT 1010 SURVEY OF COMMUNICATIONS TECHNOLOGY
3 Credits 3 Class Hours
An overview of the entire field of communications 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 5. Students completing this course will be able to accomplish fundamental network management tasks on a NetWare 5 network.
Restricted enrollment: Degree seeking students only
Prerequisite: CTD 1010

CMT 1060 CISCO ROUTERS I
4 Credits 4 Class Hours
This 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 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(r) Windows(r) 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. The course provides students with prerequisite knowledge and skills required for course 1557, Installing and Configuring Microsoft Windows 2000.  
Prerequisite: CTD 1010

CMT 2010 PROTOCOLS AND TOPOLOGIES  
3 Credits 3 Class Hours  
Covers the IS0 model, TCP/IP, star, ring, and bus networks, circuit switching, packet switching, tokens, CSMA/CD, and PBX’s.  
Prerequisite: CMT 1010

CMT 2020 DIGITAL COMMUNICATIONS AND NETWORK EXTENSIONS  
4 Credits 3 Class Hours, 2 Laboratory Hours  
Covers UARTs, modems, error detection, data compression, encryption, time and frequency division multiplexing, repeaters, bridges, routers, intelligent hubs, and gateways.  
Prerequisite: CPT 1400  
Corequisite: CMT 2010

CMT 2030 WINDOWS NT INSTALLATION AND CONFIGURATION  
3 Credits 3 Class Hours  
Covers the fundamentals of installing and configuring Windows NT, client and server. Lectures and class exercises are designed to prepare students to establish a functional network utilizing Windows NT.  
Prerequisite: CPT 2325, CIS 2250, or equivalent experience

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  
Prerequisite: CMT 1050

CMT 2050 570 NETWARE 5 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 5 network. Skills learned include upgrading from a NetWare 3 environment, migrating to NetWare Distributed Print Services, executing Java-based utilities, network backup and configuring NetWare 5 for remote access.  
Restricted enrollment: Degree seeking students only  
Prerequisite: CMT 1050

CMT 2060 575 NDS 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  
Prerequisites: CMT 2040, CMT 2050
CMT 2070 580 SERVICE & SUPPORT
4 Credits 4 Class Hours
This course focuses on the prevention, diagnosis, and resolution of hardware-related problems network professionals encounter while working with the network. Though the course focuses on hardware issues in relation to NetWare, students learn practical skills in this course that will help them optimize hardware resources for networking products. The course shows students how to solve "real world" hardware problems, and includes extensive hands-on exercises (nearly 60% of all class time). The course materials are designed to provide a continuing reference that will be useful back at the student’s workplace.

Restricted enrollment: Degree seeking students only
Prerequisites: CMT 2040, CMT 2050

CMT 2080 COURSE 555
INTRANETWARE/WINDOWS NT INTEGRATION V1.02
4 Credits 4 Class Hours
This course is designed for IS professionals who administer multivendor enterprise networks. It teaches how to integrate a Windows NT environment with an IntranetWare environment. Students learn how to streamline NT administration by using Novell Directory Services and the NetWare Administrator. They also get hands-on experience with Novell Administrator for Windows NT and other Novell products for administering and managing NT workstations, NT servers, and network-based applications in a mixed IntranetWare and Windows NT environment.

Restricted enrollment: Degree seeking students only
Prerequisites: CMT 1170, CMT 2050

CMT 2090 730 NETWORK MANAGEMENT USING MANAGEWISE V1.04
4 Credits 4 Class Hours
Learn how to use ManageWise, Novell’s network management software, for effective server management. This course teaches you how to solve network problems using various integrated ManageWise components, including: NetWare Management System (NMS), NetWare Management Agent (NMA), NetWare LANalyzer Agent, and LANdesk and virus protect software.

Restricted enrollment: Degree seeking students only
Prerequisites: CMT 1050, CMT 2040

CMT 2100 NETWORK MANAGEMENT AND ANALYSIS
4 Credits 4 Class Hours
Replaces two separate courses, Network Management and Network Analysis, combining the concepts of managing networks and analyzing networks into a cohesive body of knowledge. Physical network planning, implementation, testing, and security are among the topics covered. Additionally, network management protocols, concepts and software are covered in this course.

Prerequisite: CTD 1010, CMT 1050, or equivalent experience

CMT 2130 APPLIED NETWORKING
4 Credits 4 Class Hours
A hands-on capstone course in which students connect and test various networking configurations.

Corequisite: CMT 2120

CMT 2150 PRINCIPLES OF TCP/IP
4 Credits 4 Class Hours
Prepares students to set up and maintain networks that utilize the TCP/IP protocol. Topics covered focus on network interoperability and interconnectivity across mutiplatform networks. Student will learn how to install and configure TCP/IP on the classroom network, troubleshoot connections among platforms and monitor data transfer through IP.

Prerequisite: CMT 2020, CMT 1050, or equivalent experience

CMT 2160 540 BUILDING INTRANETS WITH INTRANETWARE
3 Credits 3 Class Hours
This course is designed to provide students with the necessary skills to implement the web services components of IntranetWare. Students will receive step-by-step instruction on how to incorporate an Intranet on their existing Novell network, including the implementation of Multiprotocol Router (IPX/IP gateway), Novell Web Server and Novell FTP services. Most importantly, students will learn how to design an Intranet that provides real-world business solutions.

Restricted Enrollment: Degree seeking students only

CMT 2170 801 NETWARE SERVICE
3 Credits 3 Class Hours
Learn how to solve real-world problems in this hands-on laboratory course. Spend approximately 60 percent of your class time troubleshooting in six different labs. Course 801 focuses on the implementation of network-related hardware and the prevention, diagnosis and resolution of hardware-related networking problems in NetWare 3 and 4.

Restricted Enrollment: Degree seeking students only
CMT 2180 804 INTRANETWARE: NETWARE 4.11 INSTALLATION AND CONFIGURATION WORKSHOP

3 Credits 3 Class Hours
Learn how to install and configure a NetWare 4 network, gaining hands-on experience that augments what you learned in courses 525 and 526 about Novell Directory Services (NDS) configuration. Scenarios for upgrading, migrating, and installing, teach you how to implement a different design of the NDS tree structure. Restricted Enrollment: Degree seeking students only

CMT 2200 575 NDS DESIGN AND IMPLEMENTATION

3 Credits 3 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

CMT 2210 529 NETWARE 4.11 TO NETWARE 5 UPDATE

3 Credits 3 Class Hours
This course focuses on introducing, explaining, and comparing significant changes, updates, and new features found in NetWare 5. The course assumes the student has prior experience with NetWare 3, NetWare 4, or intraNetWare. Literacy, and the ability to anticipate, design, and use the new feature set of NetWare 5 are central goals to the course. The course materials are designed to provide a continuous reference that will be useful at the student’s workplace. Restricted Enrollment: Degree seeking students only

CMT 2220 555 INTRANETWARE: INTEGRATING WINDOWS NT

3 Credits 3 Class Hours
In this course students learn the fundamentals of Windows NT networking and how to integrate Windows NT with a NetWare network. Restricted Enrollment: Degree seeking students only

CMT 2230 580 SERVICE AND SUPPORT

3 Credits 3 Class Hours
This course focuses on the prevention, diagnosis, and resolution of hardware-related problems network professionals encounter while working with the network. Though the course focuses on hardware issues in relation to NetWare, students learn practical skills in this course that will help them optimize hardware resources for networking products. The course shows students how to solve “real world” hardware problems, and includes extensive hands-on exercises (nearly 60% of all class time). The course materials are designed to provide a continuing reference that will be useful back at the student’s workplace. Restricted Enrollment: Degree seeking students only

CMT 2240 770 INTERNET SECURITY MGT 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 cache services, and Virtual Private Networks (VPN). Restricted enrollment: Degree seeking students only Prerequisites: CMT 2060

CMT 2250 910 NDS for NT Professional

4 Credits 4 Class Hours
This course is designed to provide Microsoft trained and certified Windows NT professionals with networking skills in Novell Directory Services (NDS). Students completing this course will be able to accomplish fundamental network management and integration tasks on a NetWare 5.0 and Windows NT 4.0 integrated network. Restricted enrollment: Degree seeking students only Prerequisites: CMT 2050, CMT 2360

CMT 2260 910 ADVANCED NDS TOOLS & DIAGNOSTICS VERSION 1.0

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 Prerequisites: CMT 2060
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| 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**  
**Prerequisites:** CMT 2050 |
| CMT 2300    | NETWORKING ESSENTIALS | 4 Credits | 4 Class Hours | This course is designed to provide students with the background necessary to understand the local area networking information in Microsoft(r) courses on workstations and networking. The course serves as a general introduction for students who need a foundation in current networking technology for local area networks (LANs), wide area networks (WANs), and the Internet. It includes text-based study material, simulation lab exercises, and demonstrations so students can do networking tasks that reinforce the information in the text.  
**Prerequisites:** CTD 1010 |
| CMT 2310    | ADMINISTERING MICROSOFT WINDOWS NT 4.0 | 4 Credits | 4 Class Hours | This course provides students with the knowledge and skills necessary to perform post-installation and day-to-day administration tasks in a single-domain or multiple-domain Microsoft(r) Windows NT(r)-based network. It also provides students with the prerequisite knowledge and skills required for course 687, Supporting Microsoft Windows NT 4.0-Core Technologies, and course 694, Microsoft Windows NT-Technical Support self-paced training.  
**Prerequisites:** CTD 1010 |
| CMT 2350    | WINDOWS INSTALL AND CONFIGURATION | 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(r) Windows(r) 2000 Server and Microsoft Windows 2000 Professional operating systems.  
**Prerequisites:** 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(r) Windows(r) 2000 network. The course focuses on the administrative tasks required to centrally manage large numbers of users and computers.  
**Prerequisites:** CMT 2350 |
| CMT 2410    | CISCO ROUTERS III | 4 Credits | 4 Class Hours | This 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 (LAN’s) and Virtual Local Area Networks (VLAN’s) design, configuration and maintenance. Students develop practical experience in skills related to configuring LAN’s, WAN’s, Novell networks, Internetwork Packet Exchange (IPX) routing and Interior Gateway Routing Protocol (IGRP) protocols and network troubleshooting.  
**Prerequisite:** CMT 1160 |
| CMT 2420    | CISCO ROUTER IV | 4 Credits | 4 Class Hours | This 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) and Point-to-Point Protocols (PPP) and Frame Relay design, configuration and maintenance. Students develop practical experience in skills related to configuring WAN’s, ISDN, PPP and Frame Relay protocols and network troubleshooting.  
**Prerequisite:** CMT 2410 |
| 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:** RSE 0733, RSR 0753 |
COM 1111 GRAPHIC PROCESSES AND TECHNIQUES
4 Credits 3 Class Hours, 3 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 and mathematics, careers, pre-press, press and bindery systems are presented. Projects acquaint students with the use of design tools and basic drawing techniques.
Prerequisites: RSM 0703, RSR 0753

COM 1130 GRAPHIC DESIGN I
3 Credits 2 Class Hours, 2 Laboratory 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, COM 1210

COM 1150 TYPE CONCEPTS
3 Credits 2 Class Hours, 2 Laboratory 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 2 Class Hours, 2 Laboratory 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, COM 1210

COM 1210 INTRODUCTION TO ELECTRONIC MEDIA
3 Credits 2 Class Hours, 2 Laboratory 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 2110 ELECTRONIC PUBLISHING
3 Credits 2 Class Hours, 2 Laboratory Hours
Teaches electronic publishing skills using the Macintosh computer and various software packages for desktop publishing, word processing, and graphic image generation. Stresses principles of publication design and typography. Students produce various projects which include newsletters, brochures, business cards, etc.
Prerequisite: COM 1210

COM 2170 VISUAL COMMUNICATIONS PORTFOLIO
4 Credits 2 Class Hours, 4 Laboratory Hours
Provides instruction in the development of a Visual Communications portfolio and resume. Includes practice in job interview skills, speakers from the industry, portfolio reviews by industry professionals and tours of creative businesses.
Corequisites: COM 1220, COM 2210

COM 2210 ELECTRONIC DESIGN AND ILLUSTRATION
3 Credits 2 Class Hours, 2 Laboratory 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 Credits 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.
Prerequisite: COM 1210, COM 1230

COM 2240 ADVANCED DIGITAL IMAGING FOR PHOTOGRAPHERS
3 Credits 2 Class Hours, 2 Laboratory 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.
Prerequisites: COM 0132 or COM 1230, and PHO 1230
COM 2250 ADVANCED DIGITAL IMAGING
FOR DESIGNERS
3 Credits 2 Class Hours, 2 Laboratory 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.
Prerequisites: COM 0132 or COM 1230

COM 2260 ADVANCED QUARKXPRESS
PRODUCTION TECHNIQUES
3 Credits 2 Class Hours, 2 Laboratory 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.
Prerequisites: COM 0117 or COM 21 IO or equivalent experience

COM 2270 ADVANCED COMPUTER ILLUSTRATION TECHNIQUES
3 Credits 2 Class Hours, 2 Laboratory 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.
Prerequisites: COM 0121 or COM 2210

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 prepress 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.
Prerequisite: at least three Macintosh computer classes or equivalent experience

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, MAT 1140

CPT 2310 MICROPROCESSOR PRINCIPLES
5 Credits 4 Class Hours, 3 Laboratory Hours
Provides instruction in assembly language programming of a single-chip microprocessor and in the use of associated circuit chips. Students use IBM PC-compatible hardware, along with MS-DOS. Students also use editor, an assembler, linker and debugger. The instruction set of the 8088/8086 microprocessor is used by the student to write application programs. Course covers hardware and hardware/software interface, system timing, memory, peripheral device control, and interrupt capabilities. Laboratory exercises involve program generation and breadboard construction.
Prerequisites: CIS 2215 or CIS 2216

CPT 2320 TELECOMMUNICATIONS
3 Credits 2 Class Hours, 2 Laboratory 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 2310, CTD 1010

CPT 2410 COMPUTER PERIPHERALS
3 Credits 2 Class Hours, 2 Laboratory 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 2310, CTD 1010
CPT 2425 UNIX  
3 Credit  
3 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  
2 Class Hours, 4 Laboratory 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 2440 DIGITAL DESIGN/CONSTRUCTION PROJECT  
1 Credit  
2 Laboratory Hours  
A design fabrication course that allows the student to gain and demonstrate proficiency in selecting a digital/computer project, designing the project, obtaining parts, building the project, troubleshooting and demonstrating the completion of the project. A final written report includes cost analysis and a summary of problems and successes the student encountered.  
**Corequisite:** CPT 2310

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

CULINARY SCIENCE

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 structure and services provided by the lodging and 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 to 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.

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 1 Class Hour, 4 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
A continuation of CUL 1040 building on the principles and techniques learned in the foundation course. Students will work with and prepare a variety of poultry and beef items. Sauces are introduced and students will continue to build their repertoire of soups, stashes and vegetables. Emphasis is place on the student achieving quality results with greater efficiency and speed. 
Prerequisite: CUL 1040

CUL 1050 NUTRITION AND MENU PLANNING
2 Credits 2 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.

CUL 1055 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, the student will select a cuisine, investigate its history, learn its style, and prepare a report and menu of that cuisine. 
Prerequisite: CUL 2050

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, pates, 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 entree, starch, and vegetable. Students will prepare a number of seafood entrees 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 CULINARY IV
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

Course Descriptions
CUL 2210 INTERNSHIP I
1.5 Credits
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 2210 INTERNSHIP II
1.5 Credits
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

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 laboratory observation and interaction.

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, 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

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 addition to basic caregiving skills. Course open to non-majors (i.e., parents, parents-to-be, 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 2020

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

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 2050

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
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.

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.  
Prerequisite: ECED 1020 and ECED 2020

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 CLINICAL PRACTICUM I  
3 Credits  2 Class Hours, 3 Laboratory Hours  
Pre- or in-service supervised practicum.  
Prerequisite: Successful completion of ECED 2020 and minimum of 45 contact hours of courses.

ECED 2140 CLINICAL PRACTICUM II  
3 Credits  2 Class Hours, 3 Laboratory Hours  
Pre- or in-service supervised practicum. Minimum of 45 clock hours must be completed in a NAECY, NAFCC, or NSACA accredited agency or TECTA approved site.  

DEVELOPMENTAL ENGLISH

DSE 0833 DEVELOPMENTAL WRITING  
4 Credits  ESL Sections offered  4 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: RSE 0733 or equivalent skills

DEVELOPMENTAL MATHEMATICS

DSM 0800 BASIC ARITHMETIC AND ELEMENTARY ALGEBRA  
6 Credits  6 Class Hours  
The study of mathematics competencies that emphasizes fractions, decimals, percents, and includes the first course in algebra which 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. Recommended for students who completed high school Algebra II, but placement scores require RSM 0703.  
Prerequisite: Must have Academic Skills advisor's approval.

DSM 0803 ELEMENTARY ALGEBRA  
4 Credits  4 Class Hours  
The 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: DSM 0800 or DSM 0803 or equivalent skills

DSM 0813 INTERMEDIATE ALGEBRA  
4 Credits  4 Class Hours  
A 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: DSM 0800 or DSM 0803 or equivalent skills
DEVELOPMENTAL READING

DEVELOPMENTAL READER TECHNOLOGY

DSR 0853 DEVELOPMENTAL, READING
4 Credits ESL Sections offered 4 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: RSR 0753 or demonstrated equivalent skills

COLLEGE LIFE AND LEARNING

COLLEGE LIFE AND LEARNING

DSS 0863 COLLEGE LIFE AND LEARNING
2 Credits ESL Sections offered 2 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. Also included in the course are units about setting goals, making career and academic decisions, utilizing resources, and coping with anxiety.

ECONOMICS

ECO 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: DSR 0853 and RSE 0733 or equivalent skills

ECO 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: DSR 0853 and RSE 0733 or equivalent skills

PARAEDUCATOR TECHNOLOGY

EDU 1111 INTRODUCTION TO EDUCATION
3 Credits
Introduces the student to a brief history of American education, present philosophies of education, major problems of education, present practices, and the school as a social institution.

ELECTRICAL-ELECTRON ENGINEERING TECHNOLOGY

EET 1100 TECHNICAL ORIENTATION
3 Credits 2 Class Hours, 2 Laboratory Hours
Acquaints the beginning student with the tools, equipment, and language of the electrical and electronic fields. Students learn to read and draw schematic diagrams, proper laboratory safety practice, and the proper use of measuring instruments. Covers the use of computer programs for word processing and computer literacy.
Prerequisite: DSM 0803 or equivalent skills

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: DSM 0813 or equivalent skills
Corequisite: MAT 1140

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.
Corequisite: MAT 1140

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. Upon satisfactory completion of this course, the student receives a certificate of attendance for General Motors Specialized Electronics Training (GM/SET) course #18001.02. All the circuits have practical application to GM automobiles.
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.
Corequisite: MAT 1140

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, and 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: MAT 1140

EET 1290 GM AUTOMOTIVE ELECTRICITY II
3 Credits 2 Class Hours, 3 Laboratory Hours
Studies semiconductor devices with emphasis on the junction diode, the bipolar transistor, and the field effect transistor. 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 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 FİBER 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 2220 COMMUNICATION CIRCUITS
4 Credits 3 Class Hours, 2 Laboratory Hours
Acquaints the student with the operations and theory of electronic communications systems. Covers the theory of amplitude and frequency modulation/demodulation; transmission lines; antennas; radiation and propagation of waves; pulse communications; multiplexing in broadband systems covering coaxial cables; and fiber optic links and their practical uses.
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.
Prerequisites: EET 1110, MET 1013
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

ENVIRONMENTAL TECHNOLOGY

ENV 1150 ENVIRONMENTAL TECHNOLOGY I
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: MAT 1140

ENV 2250 ENVIRONMENTAL TECHNOLOGY II
3 Credits 3 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: MAT 1140

ENV 2350 ENVIRONMENTAL TECHNOLOGY III
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

ELECTRICAL MAINTENANCE

EMC 1112 INTERPRETING TECHNICAL INFORMATION
4 Credits 3 Class Hours, 3 Laboratory Hours A comprehensive course in wiring practice as required by the National Electrical Code (N.E.C.). The course includes blueprint reading, load calculations, service equipment, disconnect means, circuit protection, sizing of conductors, over current protection, feeder bus systems, panel boards, subfeeders, and unit substations.

EMC 1122 ELECTRICAL MAINTENANCE ORIENTATION
4 Credits 3 Class Hours, 3 Laboratory Hours Studies measurements, measuring instruments, power and hand tools, including the voltmeter, ohmmeter, ammeter, vernier, and micrometer. Power and hand tools include drills, saws, pipe threaders, conduit benders and other tools. Compares the English and metric systems.

EMC 1131 BASIC D.C. CIRCUITS
4 Credits 3 Class Hours, 3 Laboratory Hours Studies the basic principles of electricity including voltage, current, resistance, power, Ohm’s Law, Kirchhoff’s Law and how they relate to D.C. series, parallel, and combination circuits. The study also includes batteries, magnetism and electro-magnetic induction. Laboratory experiments give the student practical illustration of these laws and principles.

EMC 1136 BASIC D.C. AND A.C. CIRCUITS
8 Credits 6 Class Hours, 6 Laboratory Hours Studies the basic principles of electricity including voltage, current, resistance, power, Ohm’s Law, Kirchhoff’s Law and how they relate to D.C. series, parallel, and combination circuits. Laboratory experiments give the student practical illustration of these laws and principles. The course includes complex A.C. circuits, power factor, metering, and a working knowledge of A.C. principles, also covering the generation of polyphase, delta and wye sources and loads.

EMC 1161 BASIC A.C. CIRCUITS
4 Credits 3 Class Hours, 3 Laboratory Hours Studies A.C. voltage and current concepts, including more complex circuits, power factor, metering, and a working knowledge of A.C. principles. The course also covers the generation of polyphase, delta and wye sources and loads.
Corequisite: EMC 1131

EMC 1216 ELECTRICAL MACHINES AND CONTROLS
8 Credits 6 Class Hours, 6 Laboratory Hours An introductory course in electrical machines and transformers including D.C. motors and generators; single- and three-phase A.C. motors, alternators and synchronous motors; single- and three-phase transformers; instrument transformers and auto transformers. The course compares the performance of A.C. machinery to D.C. machinery and covers horsepower, torque, RPM, and efficiency. Subjects in the transformer area include the turns ratio, the equivalent circuit, and power factor relationships and efficiency with various loads and connections.
Prerequisite: EMC 1136 or EMC 1161

EMC 1218 DIGITAL PRINCIPLES
4 Credits 3 Class Hours, 3 Laboratory Hours An introductory course in logic circuits and their application to designing with digital integrated circuits laboratory exercises to support classroom presentation of gates, flip flops, adders, counters, shift registers, and other functions. A to D and D to A conversion techniques are examined.
Prerequisite: EMC 1136 or EMC 1161
EMC 1222 BASIC HYDRAULICS AND PNEUMATICS
5 Credits 4 Class Hours, 3 Laboratory Hours
Studies fluid power, including basic theory and application covering the relationship between fluid flow and accumulators, actuators, and the control of both fluid and air.

EMC 1312 CONTROL APPLICATIONS
4 Credits 3 Class Hours, 3 Laboratory 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: EMC 1216

EMC 1322 PROGRAMMABLE LOGIC CONTROLLERS
5 Credits 3 Class Hours, 4 Laboratory 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.

ENGLISH

ENG 1110 RESEARCH METHODS
1 Credit 1 Class Hour
Assists students in preparing accurately documented and effective academic reports and research projects. Course content includes instruction in research strategies, use of the library, and documentation and bibliographic form. Students work with actual writing projects they have in their technical and degree programs.
Prerequisites: DSR 0853 and DSE 0833 or equivalent skills
Corequisite: ENG 1111

ENG 1111 COMPOSITION I
3 Credits Honors Section Offered 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 research paper to apply the principles of organization that they have learned.
Prerequisites: DSR 0853, DSE 0833 or equivalent skills

ENG 1112 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 given to using library resources and to research, organizing, and writing research papers.
Prerequisite: ENG 1111

ENG 2112 REPORT WRITING
3 credits 3 class Hours
Introduces students to the basic principles of effective report writing. Written assignments provide practice in organizing and composing brief reports and a formal report. Throughout the semester, students learn practical application of report writing skills.
Prerequisite: ENG 1111
Note: ENG 2112 will not meet the requirements for a General Education course.

ENG 2115 INTRODUCTION TO JOURNALISM: WRITING FOR MEDIA
3 Credits 3 Class Hours
The course focuses on writing for print media. The 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 will include writing articles for the school newspaper.
Prerequisite: ENG 1111

ENG 2131 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.
Prerequisite: ENG 1111
Note: ENG 2131 meets the requirement for a Humanities elective.

ENG 2132 INTRODUCTION TO LITERATURE II: POETRY AND DRAMA
3 Credits Honors Section Offered 3 Class Hours
Introduces students to the 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.
Prerequisite: ENG 1111
Note: ENG 2132 meets the requirement for a Humanities elective.

ENG 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, and gives students experience in both reading and writing, with emphasis on the cultural heritage.
Prerequisite: ENG 1111
Note: ENG 2133 meets the requirement for a Humanities elective.
ENG 2134 AMERICAN LITERATURE 3 Credits 3 Class Hours
A survey of selected readings, especially fiction, poetry, and drama, with emphasis on major themes in American literature.
Prerequisite: ENG 1111
Note: This course meets the requirement for a Humanities elective.

ENG 2135 BRITISH LITERATURE 3 Credit Hours 3 Class Hours
Readings in prose, poetry, and drama that express prominent ideas and values evident in British culture.
Prerequisite: ENG 1111
Note: This course meets the requirements for a Humanities elective.

ENG 2136 WORLD LITERATURE 3 Credits Honors Section Offered 3 Class Hours
Readings in Eastern and Western prose, poetry, and drama which reflect or which have influenced historical and literary developments.
Prerequisite: ENG 1111
Note: This course meets the requirements for a Humanities elective.

ENG 2140 INTRODUCTION TO CINEMA 3 Credits 3 Class Hours
Introduces the basic elements of cinema. Emphasis is on the understanding and appreciation of purpose and techniques and analyzing and evaluating cinematic productions.
Prerequisite: ENG 1111
Note: This course meets the requirement for a Humanities elective.

FRENCH

FRE 1111 FRENCH I 4 Credit Hours 4 Class Hours
Introduces students to the French language and provides a foundation in reading, writing, speaking, and aural comprehension.
Prerequisite: DSE 0833 or equivalent skills Humanities elective

FRE 1112 FRENCH II 4 Credit Hours 4 Class Hours
Continues development of the reading, writing, speaking, and aural skills mastered in FRE 1111.
Prerequisite: FRE 1111 or equivalent skills Humanities elective

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. Appropriate assessment procedures to document college-level proficiency are required for all articulated programs.

FRENCH

FRE 1111 FRENCH I 4 Credit Hours 4 Class Hours
Introduces students to the French language and provides a foundation in reading, writing, speaking, and aural comprehension.
Prerequisite: DSE 0833 or equivalent skills Humanities elective

FRE 1112 FRENCH II 4 Credit Hours 4 Class Hours
Continues development of the reading, writing, speaking, and aural skills mastered in FRE 1111.
Prerequisite: FRE 1111 or equivalent skills Humanities elective

HISTORY

HIS 2010 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: DSE 0833 and DSR 0853 or equivalent skills

HIS 2111 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: DSE 0833 and DSR 0853 or equivalent skills
Note: HIS 2111 meets the requirement for a Social Sciences elective.
HIS 2112 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: DSE 0833 and DSR 0853 or equivalent skills

Note: HIS 2112 meets the requirement for a Social Sciences elective.

HIS 2121 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 seventeenth century.

Prerequisites: DSE 0833 and DSR 0853 or equivalent skills

Note: HIS 2121 meets the requirement for a Social Sciences elective.

HIS 2122 WORLD CIVILIZATION II

3 Credits  3 Class Hours
Studies the social, cultural, economic, and political aspects of significant civilizations from the seventeenth century to the present.

Prerequisites: DSR 0853 and DSE 0833 or equivalent skills

Note: HIS 2122 meets the requirement for a Social Sciences elective.

HONORS

HON 1111-15 HONORS SEMINAR

1 Credit  1 Class Hour
Interdisciplinary seminars will be offered each term. Students must be currently enrolled in an Honors course.

HUMANITIES

HUM 1111 APPRECIATION OF THE ARTS

3 Credits  3 Class Hours
Provides students an opportunity to understand the arts that have helped to shape our civilization. Through readings, discussion, and audio-visual resources, students learn how the arts have reflected society's development and influenced it. Course gives students the opportunity to analyze through writing and discussion the progress of painting, sculpture, architecture, and other arts in our culture.

Prerequisites: DSE 0833 and DSR 0853 or equivalent skills

Note: HUM 1111 meets the requirement for a Humanities elective.

INTERNATIONAL COMMUNICATIONS

ICP 0101 INTRODUCTION TO AMERICAN SPEECH

5 Credits
Focuses on the basic speaking and listening skills needed to succeed in a variety of workplace settings: listening comprehension, intonation, stressing pronunciation, and vocabulary.

ICP 0111 INTRODUCTION TO WORKPLACE LITERACY

4 Credits
Teaches basic integrated reading and writing skills to prepare students for a variety of reading and writing tasks encountered in the workplace; sentence and paragraph structures, forms, memos, and manuals.

ICP 0121 AMERICAN CULTURE AND HISTORY

3 Credits
This class explores general American culture, attitudes, and forms of expression through a study of American History and current trends.

ICP 0201 ENGLISH AND SPEECH FOR THE WORKPLACE

5 Credits
Focuses on the intermediate speaking and listening skills needed to succeed in a variety of workplace settings; listening comprehension, situational language, vocabulary, and gestures.

ICP 0211 WORKPLACE LITERACY

4 Credits
This class teaches intermediate integrated reading and writing skills to prepare students for a variety of reading and writing tasks encountered in the workplace, newspaper and magazine articles, memos, and reports.

ICP 0221 AMERICAN CULTURE AND WORK ETHIC

3 Credits
This class explores the American work culture. It focuses on expectations of employers, typical responsibilities, and conflict management.

ICP 0301 AMERICAN SPEECH IN THE WORKPLACE

3 Credits
Focuses on making oral presentations, negotiating responsibilities and salaries, interviewing, and conflict management scenarios.
ICP 0311 BASIC COMPUTER LITERACY FOR THE WORKPLACE
4 credits
This course is designed to teach students advanced reading and writing skills while introducing them to the work processing skills necessary in today’s job market. Students will learn how to research information via the internet and other computer databases and create vivid, enticing reports and papers using both text and graphics.

MATHEMATICS

MAT 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 does not generally transfer.
Prerequisite: one year of high school algebra

MAT 1110 BUSINESS MATHEMATICS
3 Credits 3 Class Hours
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: DSM 0813, or equivalent skills and two high school credits in algebra

MAT 1120 COLLEGE ALGEBRA
3 Credits 3 Class Hours
Topics include a rapid review of intermediate algebra, radicals, polynomials, exponential and logarithmic functions, matrices and determinants, elementary counting techniques, sequences, and series.
Prerequisite: DSM 0813, or equivalent skills and two high school credits in algebra

MAT 1130 TRIGONOMETRY
3 Credits 3 Class Hours
Topics include trigonometry of the general angle, right and oblique triangles, graphs of trigonometric functions and their inverses, vectors, complex numbers, identities, and equations.
Prerequisite: DSM 0813, or equivalent skills and two high school credits in algebra

MAT 1140 TECHNICAL MATHEMATICS
5 Credits 5 Class Hours
An integrated course in algebra and trigonometry. Topics include a rapid review of elementary algebra, functions and graphs, exponents and radicals, inequalities, algebraic fractions, right triangle trigonometry and trigonometry of the general angle, vectors, oblique triangles, complex numbers and their operations, exponential and logarithmic functions, determinants and matrices, and trigonometric identities.
Prerequisite: DSM 0813, or equivalent skills and two high school credits in algebra

MAT 1150 BASIC CALCULUS
3 Credit 3 Class Hours
Topics include differentiation and integration of algebraic and transcendental functions and applications.
Prerequisites: MAT 1120 and MAT 1130, or MAT 1140

MAT 1160 FINITE MATHEMATICS
3 Credits 3 Class Hours
An introductory course in data processing mathematics. Topics include number bases and operations, sets, logic, and an introduction to probability and statistics.
Prerequisite: DSM 0813, or equivalent skills and two high school credits in algebra

MAT 2000 INTRODUCTION TO CALCULUS
3 Credits 3 Class Hours
A survey of limits, continuity, differentiation, and integration, with applications to business, economics, social, and life sciences. Topics include limits, continuity, rates of change, maximum-minimum problems, related rates, exponential growth and decay, and supply and demand. Rules and techniques are emphasized.
Prerequisite: MAT 1120

MAT 2110 STATISTICS
3 Credits 3 Class Hours
This introductory 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 classical and simulated probability, the binomial and normal distributions, the central limit theorem, confidence intervals, the fundamentals of hypotheses testing for, both large and small samples, linear regression, and a brief introduction to nonparametric statistics.
Prerequisite: DSM 0813 or equivalent skills
MAT 2120 INTERMEDIATE STATISTICS
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. These tests include independent and dependent t tests, variance tests, proportion tests, chi-square tests, analyzes of variance, several regression analyzes, Wilcoxon tests, the sign test, and the Kruskal-Wallis test. Selecting the most appropriate test for specific research problems, analyzing the data, and interpreting the results are emphasized.
Prerequisite: MAT 2110 or an equivalent introductory statistics course

MAT 2210 DISCRETE MATHEMATICS
3 Credits 3 Class Hours
Topics studied include sets, number bases, Boolean algebra, induction, recursion and algorithms, graphs and networks, matrices, and other topics and projects as appropriate.
Prerequisite: MAT 1120 or MAT 1140 or MAT 1160 with permission of the instructor

MAT 2310 CALCULUS I AND ANALYTICAL GEOMETRY
4 Credits 4 Class Hours
This course is a study of selected topics in plane analytic 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 volumes are included.
Prerequisite: MAT 1120 and MAT 1130, or MAT 1140, or permission of the department chair.

MAT 2320 CALCULUS II AND ANALYTICAL GEOMETRY
4 Credits 4 Class Hours
This course is a continuation of MAT 2310 that 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: MAT 2310

MAT 2330 CALCULUS III AND ANALYTICAL GEOMETRY
4 Credits 4 Class Hours
This course is a study of solid analytic 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: MAT 2320

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. Includes buying motives, sales psychology, customer approaches, and sales strategies.
Prerequisite: DSR 0853 and RSE 0733 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: DSR 0853 and RSE 0733 or equivalent skills

MKT 2221 DISTRIBUTION MANAGEMENT
3 Credits 3 Class Hours
A study of industrial distribution including the definition, history, types of distribution, range of products, line of distribution, function of and services provided by distributors, as well as employment and professional advancement opportunities with distributors and suppliers.
Prerequisites: DSR 0853 and RSE 0733 or equivalent skills
MANUFACTURING ENGINEERING TECHNOLOGY

MFG 1120 MACHINE TOOL AND CNC OPERATIONS
4 Credits 3 Class Hours, 2 Laboratory Hours
A study of the various machines and methods used to make parts from stock materials. Covers all standard types of machines used or metal removal, including their various accessories and cutter. Explores the selection of proper cutting tools and speeds for use on mills, lathes, shapers, and drills. Explores methods of inspection, measurement, gauging, and using computer numeric control programming. The student gains experience in operating and programming a CNC lathe and milling machine.
Prerequisite: MAT 1140

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: MAT 2110

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 stopwatch timing methods, performance rating, allowances and normal/standard times. The course also includes methods of improvement using charts, motions study principles and operations analysis.
Prerequisite: DSR 0853 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: MAT 1140

MFG 2010 HYDRAULICS AND PNEUMATICS
3 Credits 2 Class Hours, 2 Laboratory Hours
Studies fluid mechanics with emphasis on the use of hydraulics and pneumatics for power transmission and control purposes. Explores the use of hydraulics and pneumatics in automated systems. The laboratory work includes hands-on experience with various hydraulic and pneumatic circuits on trainers.
Prerequisite: MAT 1140

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 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: MAT 1140

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: MAT 2110

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’s AML/E programming language. Course introduces programmable controllers and automated systems integration. Safety considerations are an important part of this course.
Prerequisite: EET 1130

MUSIC TECHNOLOGY

MUS 1110 FUNDAMENTALS OF MUSIC
3 Credits 3 Class Hours
A basic course to teach the skills necessary for reading and writing music.

MUS 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.

MUS 1140 INTRO TO MIDI
3 Credits 2 Class Hours, 2 Laboratory Hours
An introduction to basic MIDI (Musical Instrument Digital Interface) concepts and techniques.
MUS 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.

MUS 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.

MUS 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: MUS 1130

MUS 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.

MUS 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: MUS 1140

MUS 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.

MUS 1320 ADVANCED SONGWRITING
3 Credits 3 Class Hours
Course continues the study of composing. Also covers business practices for songwriters.
Prerequisite: MUS 1220

MUS 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.

MUS 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, etc.

MUS 1350 INDIVIDUAL STUDY
3 Credits 1 Class Hours, 6 Laboratory Hours
Offers the intermediate and advanced student the opportunity for in-studio practice and experimentation.
Prerequisite: MUS 1130

OFFICE ADMINISTRATION

OAD 1010 RECORDS AND DATABASE MANAGEMENT
4 Credits 4 Class Hours
Emphasizes proper management, storage, and retrieval of paper, image, and digital records. Covers basic application of filing, classification skills using American Records Management Association rules for manual and computerized systems and a microcomputer database program.
Prerequisite: DSE 0833

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.

OAD 1220 BEGINNING WORD PROCESSING
4 Credits 4 Class Hours
A hands-on introductory course designed to present the basic functions of word processing software for Windows.
Prerequisite: OAD 1120 or demonstrated equivalent skill
OAD 1230 ADVANCED WORD PROCESSING
4 Credits 4 Class Hours
A continuation of OAD 1220 with emphasis on the advanced features of word processing software for Windows.
Prerequisite: OAD 1220 with a grade of C or higher

OAD 1240 INTRODUCTION TO DESKTOP PUBLISHING
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 processing software for Windows. Included in the course is a study of basic typography and page layout design.
Prerequisite: OAD 1230 (A.A.S. Degree)
Corequisite: OAD 1230 (Certificate of Completion)

OAD 1260 SPREADSHEET SOFTWARE FOR THE ADMINISTRATIVE ASSISTANT
3 Credits 3 Class Hours
An introductory course that provides hands-on experience using the basic commands, formulas, functions, and graphs of spreadsheet software. Applications commonly used in today's offices are included.

OAD 1400 ELECTRONIC OFFICE PROCEDURES
4 Credits 4 Class Hours
Prepares students to meet the challenges and opportunities presented by today's evolving offices. Students complete projects that require good judgment in implementing the most appropriate, effective, and efficient procedures. An introduction to electronic mail, bulletin board, and the internet is also included.
Prerequisite: OAD 1120

OAD 1500 PRESENTATION SOFTWARE
3 Credits 3 Class Hours
An introductory course that provides hands-on experience creating computer-based electronic presentations. 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 2400 OFFICE ACCOUNTING
4 Credits 4 Class Hours
Acquaints the student with accounting procedures, accounting for cash, payroll accounting, end-of-period statements, and adjusting and closing procedures. Students complete a practice set related to their option, as well as a computerized accounting exercise.
Prerequisite: MAT 1110

OAD 2500 LEGAL MACHINE TRANSCRIPTION
4 Credits 4 Class Hours
Introduces and emphasizes the application of English and typing skills to the production of legal instruments, documents, forms, and letters. Includes an intensive study of spelling, pronunciation, capitalization, and definitions of legal terms.
Prerequisites: OAD 1115 and OAD 1220

OAD 2540 LAW OFFICE PRACTICES
4 Credits 4 class Hours
Acquaints the student with law office ethics, law office procedures, and an understanding of the principles of research, family law, wills and estates, bankruptcy, criminal law, real estate, business organizations, and litigation.
Prerequisite: OAD 1220

OAD 2600 MEDICAL MACHINE TRANSCRIPTION I
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 records.
Prerequisite: OAD 1115

OAD 2610 MEDICAL MACHINE TRANSCRIPTION II
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 PROCEDURES
4 Credits 4 Class Hours
Designed to acquaint the student with the responsibilities encountered by medical office personnel during the normal day. This course instructs the student in the proper preparation of medical and financial records, filing, billing, scheduling, handling mail and telephones. Confidentiality and release of information will be studied.
Prerequisite: OAD 1120

OAD 2630 ICD-CM CODING
4 Credits 4 Class Hours
A study of the coding and classification of symptoms, operations, and procedures according to the International Classification of Disease, Clinical Modification (ICD-CM).
Prerequisites: BIO 1000 and BIO 1130
OAD 2635 CPT CODING
3 Credits
3 Class Hours
A study of the descriptive terms and identifying codes for reporting medical services and procedures performed by physicians according to the latest edition of Physician’s Current Procedural Terminology (CPT).
Prerequisite: OAD 2630 or BIO 1000

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: BIO 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: BIO 1000

OAD 2700 ADMINISTRATIVE MACHINE TRANSCRIPTION
4 Credits
4 Class Hours
Teaches students to transcribe a wide variety of business communications from machine dictation. Course offers a review of the language arts skills of punctuation, spelling, editing, proofreading, and vocabulary.
Prerequisites: OAD 1115 and OAD 2220

OAD 2800 OFFICE MANAGEMENT
3 Credits
3 Class Hours
Studies office organization and function; layout and equipment; selection, training, and supervision of personnel; and planning, organizing, and controlling office services. Course uses the case study method of applying management skills to the electronic office.
Prerequisite: ENG 1111

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
Presents the principles of design and the fundamentals of manual arts as they relate to clay and woodworking. Emphasis is on clay hand-building and construction of OT equipment, as well as practical experiences with hand and power woodworking tools. Students are introduced to setting up and maintaining equipment in a safe environment. Attention is focused on the correct body mechanics when using equipment. Students are encouraged to develop problem solving skills through independent planning and research. This course presents the guidelines for an effective teaching technique. Introduces the concept of purposeful activity, adaption, and activity analysis.

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 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 disruption in or interference with the developmental process.
Corequisite: OTT 1240

OTT 1240 THERAPEUTIC ACTIVITIES II
4 Credits
1 Class Hour, 9 Laboratory Hours
Provides an opportunity for skill 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

The following OTT courses require admission to the OTA program or OTA department head approval to register for these classes.
OTT 260 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: BIO 1130 with lab

OTT 210 OCCUPATIONAL THERAPY THEORY AND PRACTICE II 3 Credits 2 Class Hour, 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 function, practical ethics, health care reform, emerging models of practice as well as student preparation for Level II Fieldwork and the future credentialing process. It provokes an opportunity to integrate academic knowledge of O.T. 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 1230, OTT 1240, OTT 1260, OTT 1170

OTT 2120 PSYCHOSOCIAL DYSFUNCTION 3 Credits 3 Class Hours
This course will examine normal and abnormal behavior. The major DSM IV diagnoses will be studied with emphasis on symptoms, behaviors, prognosis, drugs and medical/OT treatment. Psychiatric theorists, cultural influences, and neurophysiological considerations will also be explored.
Prerequisite: OTT 1170, OTT 1230, PSY 1111
Corequisite: 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.
Prerequisite: OTT 1110, OTT 1120, OTT 1230, OTT 1240, OTT 1170, 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.
Prerequisites: OTT 1260
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
Corequisite: OTT 2110, OTT 2140

OTT 2220 LEVEL II FIELDWORK - PSYCHOSOCIAL 8 Credits 8 Class Hours
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 registered occupational therapist. Academic and clinical 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: AU 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 Development Evaluation before being approved for Fieldwork II placement.
OTT 2230 Level II Fieldwork - Physical
6 Credits 6 Class Hours
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 registered occupational therapist. Academic and clinical educators collaborate on fieldwork objectives and experiences to ensure reinforcement of the role and functions expected of an entry-level occupational therapy assistant.
Prerequisite: AU 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 Development Evaluation before being approved for Fieldwork II placement.

OTT 2240 Fieldwork III
4 Credits 4 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 and developmental disabilities. The fieldwork coordinator and clinical educator determine the assignments.
Prerequisites: OTT 2220, OTT 2230 and approval of department head

OTT 2260 Occupational Therapy Research Project
1 Credit 1 Class Hour
Provides an opportunity for the nontraditional OTA student to pursue a special interest in the field of occupational therapy. The research project required is determined by the staff and student.
Prerequisite: Approval of department head

OTT 2270 Occupational Therapy Current Issues and Techniques
3 Credits 3 Class Hours
Provides the nontraditional OTA student with the opportunity to participate in a seminar on current issues and techniques in occupational therapy.
Prerequisite: Approval of department head

Philosophy

PhI 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.
Prerequisite: DSE 0833 and DSR 0853 or demonstrated skills
Note: PHI 1000 meets the requirements for a Humanities elective.

PHI 1030 Introduction to Philosophy
3 Credit Hours 3 Class Hours
Introductory foray into 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.

PHI 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: DSE 0833 and DSR 0853 or equivalent skills
Note: PHI 1111 meets the requirement for a Humanities elective.

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 1210 Black-and-w Photography I
3 Credits 2 Class Hours, 2 Laboratory Hours
Provides instruction and practical lab experience in various black-and-white shooting and developing techniques. Topics include films, filters, film development, photographic papers, and retouching.
Prerequisite or corequisite: PHO 1110 or equivalent

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 résumé. Emphasizes portfolio design and presentation. Includes guest speakers from the photographic community and tours of related businesses.
Prerequisite: PHO 1110, PHO 1210, PHO 1230 and PHO 1240

PHO 1310 BLACK-AND-WHITE PHOTOGRAPHY II
3 Credits  2 Class Hours, 2 Laboratory Hours
Covers advanced use of black-and-white films and papers. Topics include fiber based papers, toning, alternative processes, photo preservation and print presentation. Darkroom experiences are provided with the emphasis on quality.
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, masking, and quality custom printing techniques.
Prerequisite: PHO 1230

PHO 1410 NATURE PHOTOGRAPHY TECHNIQUES
3 Credits  2 Class Hours, 2 Laboratory Hours
A field course in nature photography. Includes techniques for lighting and photographing plants and animals in both the field and studio.
Prerequisite: PHO 1110 or permission from department head

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 relations, 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: AU 1100 and 1200 level Photography courses. Approval by department head 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 and PHO 1210

PHYSICS

PHY 1005 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 PHY 1110/PHY 1120 and to provide a physical science elective without a laboratory for all students. Does not transfer.
Prerequisite: Two years of high school algebra or MAT 1120 or equivalent experience

PHY 1010 APPLIED PHYSICS I
3 Credits  3 Class 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.
Prerequisites: MAT 1120 and MAT 1130 or MAT 1140
Corequisites: PHY 1011

PHY 1011 APPLIED PHYSICS LABORATORY I
1 Credit  2 Laboratory Hours
Applied laboratory exercises to demonstrate the concepts covered in PHY 1010.
Corequisite: PHY 1010
PHY 1020 APPLIED PHYSICS II
3 Credits 3 Class 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: PHY 1010
Corequisite: PHY 1021

PHY 1021 APPLIED PHYSICS LABORATORY II
1 Credit 2 Laboratory Hours
Applied laboratory exercises to demonstrate the concepts covered in PHY 1020.
Corequisite: PHY 1020

PHY 1030 SOLAR SYSTEM ASTRONOMY
3 Credits 3 Class 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. This course may not transfer without the associated laboratory.
Prerequisite: DSR 0853 and DSM 0803 or equivalent skills

PHY 1031 SOLAR ASTRONOMY LABORATORY
1 Credit 2 Laboratory Hours
A laboratory course to demonstrate physical concepts and data collection studied in PHY 1030.
Prerequisite: DSR 0853 and DSM 0803 or equivalent skills

PHY 1040 STELLAR AND GALACTIC ASTRONOMY
3 Credits 3 Class 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. This course may not transfer without the associated laboratory.
Prerequisite: DSR 0853 and DSM 0803 or equivalent skills

PHY 1041 STELLAR ASTRONOMY LABORATORY
1 Credit 2 Laboratory Hours
A laboratory course to demonstrate physical concepts and data collection studied in PHY 1040.
Prerequisite: DSR 0853 and DSM 0803 or equivalent skills

PHY 1050 CONCEPTUAL PHYSICS I
3 Credits 3 Class Hours
A conceptual introduction to the physical nature of our world using a minimum of mathematics. The course includes topics in mechanics, heat, waves, and sound. Practical applications are emphasized. This course may not transfer without the associated laboratory.
Prerequisite: DSR 0853 and DSM 0803 or equivalent skills

PHY 1051 CONCEPTUAL PHYSICS LABORATORY I
1 Credit 2 Laboratory Hours
A laboratory course to demonstrate physical concepts covered in PHY 1050.
Prerequisite: DSR 0853 and DSM 0803 or equivalent skills
Corequisite: PHY 1050

PHY 1060 CONCEPTUAL PHYSICS II
3 Credits 3 Class Hours
A continuation PHY 1050 that includes topics in electricity, magnetism, optics, modern physics, and astrophysics. This course may not transfer without the associated laboratory.
Prerequisite: PHY 1050 or permission of instructor

PHY 1061 CONCEPTUAL PHYSICS LABORATORY II
1 Credit 2 Laboratory Hours
A laboratory course to demonstrate physical concepts covered in PHY 1060.
Corequisite: PHY 1060

PHY 1110 COLLEGE PHYSICS I
3 Credits 3 Class Hours
An algebra/trigonometry-based course in the concepts and principles of the mechanics of non-deformable bodies, fluids, and heat.
Prerequisite: MAT 1120 and MAT 1130, or MAT 1140
Corequisite: PHY 1111

PHY 1111 PHYSICS LABORATORY I
1 Credit 2 Laboratory Hours
Laboratory exercises to accompany PHY 1110 and PHY 2110.
Corequisite: PHY 1110 or PHY 2110 or permission of department chair

PHY 1120 COLLEGE PHYSICS II
3 Credits 3 Class 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: PHY 1110
Corequisite: PHY 1121
PHY 1121 PHYSICS LABORATORY II
1 Credit  2 Laboratory Hours
Laboratory exercises to accompany PHY 1120 and PHY 2120.
Corequisite: PHY 1120 or PHY 2120 or permission of department chair

PHY 1140 DIRECTED STUDY I
1 Credit
Designed to give the student additional work in physics. Topics covered are chosen based upon students' backgrounds and curriculum needs.
Prerequisite: Approval of department bead

PHY 1150 DIRECTED STUDY II
1 Credit
This course is a continuation of PHY 1140.
Prerequisite: Approval of department bead

PHY 1160 DIRECTED STUDY III
1 Credit
This course is a continuation of PHY 1150.
Prerequisite: Approval of department bead

PHY 2110 UNIVERSITY PHYSICS I
3 Credits  3 Class 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: MAT 1150 or MAT 2310
Corequisite: PHY 1111

PHY 2120 UNIVERSITY PHYSICS II
3 Credits  3 Class 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: PHY 2110
Corequisite: PHY 1121

PHYSICAL SCIENCES

PSC 1010 PHYSICAL SCIENCE I
3 Credits  3 Class Hours
Begins an overview of the physical sciences which covers the basic principles of physics, chemistry, astronomy, meteorology, and geology. Topics include Newton's Law of Motion, the structure of matter, topics in applied physics, basic and applied electricity and magnetism, wave motion, sound, electromagnetic waves, and basic optics. This course may not transfer without the associated laboratory.
Prerequisite: DSR 0853 and DSM 0803 or equivalent skills

PSC 1011 PHYSICAL SCIENCE LABORATORY I
1 Credit  2 Laboratory Hours
A laboratory to demonstrate the concepts studied in PSC 1010.
Prerequisite: DSR 0853 and DSM 0803 or equivalent skills
Corequisite: PSC 1010

PSC 1020 PHYSICAL SCIENCE II
3 Credits  3 Class Hours
A continuation of PSC 1010. Topics include radioactivity, basic principles of chemistry, an introduction to organic chemistry and biochemistry, astronomy, geology, meteorology, energy, and the environment. This course may not transfer without the associated laboratory.
Prerequisite: PSC 1010 or permission of instructor

PSC 1021 PHYSICAL SCIENCE LABORATORY II
1 Credit  2 Laboratory Hours
A laboratory to demonstrate the concepts studied in PSC 1020.
Corequisite: PSC 1020

POLICE SCIENCE TECHNOLOGY

PST 1000 INTRODUCTION TO CRIMINAL JUSTICE
3 Credits  3 Class Hours
Studies the administration of criminal justice: their 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 1040 UNARMED DEFENSIVE TACTICS
3 Credits 3 Class Hours
Introduces students to a complete basic police defensive tactic system through physical practice of tried and proven uncomplicated movements and control of distance. Emphasis is placed on learning to apply five basic physical control principles to an assaultive or resistive subject. Physical practice gradually increases static, fluid, and dynamic stages of physical interaction. Mental conditioning for survival and a use-of-force continuum are presented. Students correctly demonstrate basic physical control principles.

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, gun 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 name and drug code. 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 AND DEFENSIVE TACTICS  
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; basic defensive tactics, including hand and foot strikes; pressure points and control tactics; basic baton and handcuffing techniques; and use-of-force policies, including different deadly force policies. Students learn how to safely operate and fire a handgun and make use-of-force decisions in both firearms and defensive tactics. Upon completion, students are able to handcuff using proper techniques.

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
Acquaint the student with the gang problems in the United States, precepts, and current philosophies of Paganism, Neo-Paganism, Witchcraft, Satanism, Santeria, and Brujería. Examine ceremonial and magical rituals, signs, symbols, secret alphabets, ritualized abuse, and Cult-Occult crime investigation; 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 role 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.

POLITICAL SCIENCE

POL 1111 POLITICAL SCIENCE
3 Credit Hours
3 Class Hours
Introduces the comparative theories, systems, processes, and institutions of world government.
Prerequisite: DSE 0833 and DSR 0853 or equivalent skills

PSYCHOLOGY

PSY 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. On completion of the course, the student should be able to utilize basic psychological principles to achieve a better understanding of self and others.
Prerequisites: DSE 0833 and DSR 0853, or equivalent skills
Note: PSY 1111 meets the requirement for a Social Sciences elective.

PSY 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: DSE 0833 and DSR 0853, or equivalent skills
Note: PSY 1115 meets the requirement for a Social Sciences elective.

PSY 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: DSE 0833 and DSR 0853, or equivalent skills
Note: PSY 2111 meets the requirement for a Social Sciences elective.

PSY 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 SOC 2113.)
Prerequisites: DSE 0833 and DSR 0853, or equivalent skills
Note: PSY 2113 meets the requirement for a Social Sciences elective.

PSY 2120 CHILD DEVELOPMENT
3 Credits
3 Class Hours
This course looks at children from a developmental perspective. It reflects 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.
REMEDIAL ENGLISH

RSE 0733 BASIC WRITING
4 Credits ESL Sections Offered 4 Class Hours
Students study the parts of speech, subject-verb agreement, pronoun usage, punctuation, spelling, and practice writing simple, compound, and complex sentences. Students also write topic sentences in preparation for writing effective paragraphs and practice various methods of paragraph development in a minimum of eight writing assignments, culminating in a fully developed multi-paragraph essay. Writing skills may be further improved through a computer-assisted laboratory.

REMEDIAL MATHEMATICS

RSM 0703 BASIC MATHEMATICS
3 Credits 3 Class Hours
Studies mathematics competencies that includes 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.

REMEDIAL READING

RSR 0753 BASIC READING
4 Credits ESL Sections Offered 4 Class Hours
Helps improve students’ reading comprehension. Topics will include vocabulary improvement, literal reading comprehension, (recalling story detail, recognizing sequence, identifying main ideas, identifying major and minor support) and inferential reading comprehension (drawing conclusions, making inferences, recognizing implied main ideas).

SOCIOLOGY

SOC 1111 INTRODUCTION TO SOCIOLOGY
3 Credits 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: DSE 0833 and DSR 0853, or equivalent skills
Note: SOC 1111 meets the requirement for a Social Sciences elective.

SOC 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: DSE 0833 and DSR 0853, or equivalent skills
Note: SOC 1112 meets the requirement for a Social Sciences elective.

SOC 1120 INTRODUCTION TO 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: DSE 0833 and DSR 0853, or equivalent skills
Note: SOC 1120 meets the requirement for a Social Sciences elective.

SOC 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 discussed 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: DSE 0833 and DSR 0853, or equivalent skills
Note: SOC 2112 satisfies the requirement for a Social Sciences elective.

SOC 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 PSY 2113.) Prerequisites: DSE 0833 and DSR 0853, or equivalent skills
Note: SOC 2113 meets the requirement for a Social Sciences elective.
SPANISH

SPA 1111 SPANISH I
4 Credits 4 Class Hours
Develops the student's ability to use Spanish.
Students develop proficiency in hearing, speaking, reading, and writing elementary Spanish.
Prerequisite: DSE 0833 or equivalent skills
Note: SPA 1111 meets the requirement for a Humanities elective.

SPA 1112 SPANISH II
4 Credits 4 Class Hours
Refines the student's ability to use Spanish.
Students improve proficiency in hearing, speaking, reading, and writing elementary Spanish.
Prerequisite: SPA 1111 or permission of instructor

SPEECH AND COMMUNICATIONS

SPE 1111 SPEECH
3 Credits Honors Section Offered 3 Class Hours
Introduces students to the fundamentals of speech. Impromptu speeches, informative speeches, and a formal proposal give students experience in oral communication, particularly as it relates to business. Students also take part in mock job interviews.
Prerequisite: ENG 1111

SPE 1112 FUNDAMENTALS OF SPEECH COMMUNICATION
3 Credits Honors Section Offered 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.
Prerequisites: ENG 1111

SPE 2111 INTERPERSONAL SKILLS
3 credits 3 Class Hours
Increases students' understanding and ability to implement competent interpersonal communication behaviors. Various principles and theories are covered. (This course may be substituted for OTT 1170.)
Prerequisite: ENG 1111

PROGRAM ACCREDITATION
100% of TBR two-year programs eligible for national accreditation have received accreditation.
Administration and Faculty

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
Mottlow State Community College
Nashville State Technical Institute
Northeast State Technical Community College
Pellissippi State Technical Community College
Roane State Community College
Shelby State Community College
State Technical Institute at Memphis
Volunteer State Community College
Walters State Community College

Tennessee Technology Centers

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Covington  Memphis
Crossville  Morristown
Dickson    Murfreesboro
Elizabethton
Harriman
Hartsville
Hohenwald
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Whitesville
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

Shirley L. Waddington .............................. Executive Secretary
Secretarial Science Certificate, 1962, Nashville State Technical Institute
Certified Professional Secretary, 1992
A.A.S., 1995, Nashville State Technical Institute

INTERNAL AUDIT

Ann B. Collett .............................. internal Auditor
B.B.A., 1985, Lambuth College
Certified Public Accountant, 1987
M.B.A., 1996, Tennessee State University
Certified Government Financial Manager, 1996

COMMUNITY AND ECONOMIC DEVELOPMENT

Sydney Rogers ............................ Vice President
M.S., 1995, University of Tennessee

Paula McCord .............................. Secretary II, SEATEC
A.S., 1985, Nashville State Technical Institute

COMPUTER SERVICES

Judy Kane ................................. Director, Associate Professor
B.A., 1989, Boston University
M.S., 1996, University of Tennessee, Knoxville

Annette Profit .................................. Secretary III
B.S., 1993, Nashville State Technical Institute

Dale Braden .................................. Technical Services Manager

William Corbett ............................ Manager of Programming Services

Paul Cornelius ......................... Computer Lab Technician
A.A.S., 1998, Nashville State Technical Institute

Earron Dennis ......................... Computer Lab Technician

Kelly L. Eboigbodin ................ Systems Analyst
A.A.S., 1994, Nashville State Technical Institute

Carol Golden ................................. Programmer I
A.S., 1983, Nashville State Technical Institute

Michelle Harts ............................ Programmer Analyst
A.A.S., 1999, Nashville State Technical Institute

Phillip E. Howse ............................ Systems Coordinator
A.A.S., 1984, Nashville State Technical Institute

Malcolm H. Johnson ........................ Manager of Microcomputer Services
A.E., 1982, Nashville State Technical Institute

Earl Jones ................................. Systems Analyst
B.A., 1978, Kent State University

David E. Lipschutz ............................ Systems Coordinator
A.S., 1984, Nashville State Technical Institute
A.S., 1985, Nashville State Technical Institute

Tricia McKeon ............................. Secretary II
A.A.S., 1991, Nashville State Technical Institute
B.S., 1996, City University of New York

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Rayburn Roberts ......................... Telecommunications Specialist

Computer Operations Specialist
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PUBLICATIONS & MEDIA RELATIONS

Ellen L. Zink .............................. Manager
M.A.M.S., 1995, University of Illinois at Chicago

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DEVELOPMENT

Melissa Jagger ............................. Director
B.A., 1997, Western Kentucky University

WORKFORCE DEVELOPMENT

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B.S., 1992, Tennessee Technological University

COMPUTER TRAINING CENTER

Allison Walter ............................. Director
B.A., 1992, State University of New York, College at Cortland

Marva Bright .............................. Secretary II

CAREER EMPLOYMENT CENTER

Thomas R. Harper ............................ Director
B.S., 1967, Middle Tennessee State University
M.S.T., 1971, Middle Tennessee State University
State Certification in Guidance and Counseling, 1975

Douglas Jameson ............................. Secretary II
A.A.S., 1996, Nashville State Technical Institute
B.A., 1999, Trevecca Nazarene University

TECHNICAL TRAINING CENTER

Richard W. Jenkins ............................ Director
B.S., 1969, University of Tennessee
M.B.A., 1975, University of Tennessee

Evelyn S. Wilkerson .......................... Office Supervisor
Certified Professional Secretary, 1997

Gary A. Binkley ............................. Assistant 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

Tracy Kortuem ............................. Secretary
A.S., 1996, Draughons Jr. College

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

Administration and Faculty
Thomas Melton ............... Coordinator of Video Productions
AS, 1981, Jackson State Community College
Certificate in Audio Visual Technology, 1982,
Nashville State Technical Institute
AS, 1997, Dyersburg State Community College

Janis Parrott ............... Coordinator of Distance Education
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B.S., 1980, Ohio State University
M.A., 1987 Ohio State University

Kimberly Kollar Wood ........ Coordinator of Dual Enrollment
A.S., 1986, Sacred Heart University
B.S., 1998, University of Tennessee

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B.E., 1970, Vanderbilt University

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ACADEMIC AFFAIRS
Ellen J. Weed ............. Vice President
B.A., 1963, University of Michigan
M.A., 1970, University of Michigan
Ph.D., 1974, University of Michigan

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B.A., 1979, Coker College, South Carolina
M.S., 1985, University of LaVerne, California

TECHNOLOGIES DIVISION
Marshall Holman ............. Dean
B.S., 1957, University of Arizona
M.S., 1964, University of Arizona
Ed.D., 1972, Oklahoma State University

BUSINESS MANAGEMENT,
OFFICE ADMINISTRATION,
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Gwyn T. Tilley ............ Department Head/Associate Professor
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A.S., 1963, Freed-Hardeman College
B.S., 1965, David Lipscomb University

BUSINESS MANAGEMENT
G. Howard Doty ............. Associate Professor
B.S., 1969, Tennessee Technological University
J.D., 1970, University of Tennessee School of Law

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OFFICE ADMINISTRATION
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B.A., 1981, Stephens College
Diploma: Medical Record Administration, 1950,
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Registered Health Information Administrator, 1950

Patsy A. Leahew ................ Technical Clerk
AS, 1980, Nashville State Technical Institute

Linda R. Lyle ............ Associate Professor
B.S., 1962, Austin Peay State University
M.A., 1965, Austin Peay State University
Certificate in Legal Assisting,
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B.S., 1959, Barber-Scotia College
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B.S., 1980, Ohio State University
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COMPUTER ACCOUNTING
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M.B.A., 1988, Tennessee Technological University

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M.B.A., 1998, Middle Tennessee State University
American Culinary Federation, Certified Executive Chef
COMPUTER INFORMATION SYSTEMS, COMMUNICATIONS TECHNOLOGY, & COMPUTER TECHNOLOGY

Ted M. Washington .................................. Department Head
Associate Professor
A.S., 1977, Nashville State Technical Institute
A.S., 1980, Nashville State Technical Institute
B.B.A., 1987, Belmont University
M.B.A., 1993, Tennessee State University

COMPUTATIONS TECHNOLOGY

Tony Cicirello ...................................... Instructor
B.S., 1988, Valdosta State University
M.P.A., 1990, Valdosta State University

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B.S., 1972, Austin Peay State University
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
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B.B.A., 1978, Belmont University

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B.S., 1966, University of North Alabama
M.B.A., 1984, Tennessee State University

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Microsoft Certified Trainer
Cisco Certified Network Associate

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B.A., 1993, Trevecca Nazarene University
B.S., 1994, Tennessee State University
MCJI (ABT) Middle Tennessee State University
A+ Certification, POST Certification, CPP

Jacob D. Roberts .......................... Associate Professor
A.S., 1974, Nashville State Technical Institute
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A.A.S., 1996, Nashville State Technical Institute

COMPUTER TECHNOLOGY

Cindy A. Greenwood .................. Associate Professor
A.S., 1981, Fullerton College
B.S., 1983, California State Polytechnic University
M.S., 1991, Vanderbilt University
Novell CNA, 1996
SCO UNIX ACE, 1996

William Kitchen .................................... Instructor
A.A.S., 1992, Nashville State Technical Institute
B.S., 1997, Middle Tennessee State University
M.S., 1998, Middle Tennessee State University

Johnetta Scales .............................. Instructor
B.S., 1992, Tennessee State University
M.Ed., 1995 Vanderbilt University
Microsoft Certified Trainer, 1995
Microsoft Certified Systems Engineer, 1996

ELECTRONIC, ELECTRICAL, AUTOMOTIVE
SERVICE, ELECTRICAL MAINTENANCE &
MANUFACTURING ENGINEERING TECHNOLOGY

William H. Maxwell .......................... Department Head/Associate Professor
B.S., 1966, North Carolina State University
M.S., 1973, Naval Postgraduate School
M.S., 1999, East Tennessee State University

Miriam L. Sibrel .................................. Secretary II
A.S., 1979, Nashville State Technical Institute

ELECTRONIC ENGINEERING TECHNOLOGY

Richard G. McKinney .................. Associate Professor
B.A., 1979, Middle Tennessee State University
M.S., 1999, East Tennessee State University

Innocent I. Ureh .................................. Associate Professor
B.S.E.E., 1980, Mississippi State University
M.S.E.E., 1982, Tuskegee University

Dempsey W. Wright ...................... Electronic Technician

ELECTRICAL ENGINEERING TECHNOLOGY
& ELECTRICAL MAINTENANCE TECHNOLOGY

David C. Finney .......................... Associate Professor
B.S., 1974, Middle Tennessee State University
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

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
Certified Associate Engineering Technician, 1978

Donald R. Pelster ...................... Associate Professor
B.E., 1969, Vanderbilt University
M.S., 1976, Vanderbilt University
Ph.D., 1980, Vanderbilt University
Registered Professional Engineer, 1983

Mark E. Speck ............................ Instructor
B.S., 1977, St. Mary’s University of Minnesota
M.S., Naval Post Graduate School

Administration and Faculty
AUTOMOTIVE SERVICES TECHNOLOGY
Claude Whitaker...........................................Instructor
A.A.S., 1998, Nashville State Technical Institute
Master ASE Certified, 1988
GM/ASEP, 1988, Nashville State Technical Institute
GM/ASEP Coordinator/Instructor

MANUFACTURING ENGINEERING TECHNOLOGY
Joel Lavalley ..........................Associate Professor
B.S., 1983, Moorehead State University
Charles R Beck ...........................................Instructor
B.S., 1981, Southern Adventist 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, 1992

ARCHITECTURAL, CIVIL & CONSTRUCTION ENGINEERING TECHNOLOGIES
Gayle W. Hughes ..........................Department Head/Professor
B.S., 1966, Vanderbilt University
M.S., 1993, Vanderbilt University
Registered Professional Engineer, 1978
Miriam L. Sibrel .............................. Secretary II
AS., 1979, Nashville State Technical Institute

CIVIL & CONSTRUCTION ENGINEERING TECHNOLOGIES
Paul Litchy .............................. Assistant Professor
B.S., University of Wisconsin, Milwaukee
P.E., State of Tennessee
Tennessee General Contractors License

ARCHITECTURAL ENGINEERING TECHNOLOGY
David Beatty...................................... Assistant Professor
B.A., 1970 University of South Florida
B.S., 1979, University of Florida
M.A., 1983, University of Florida
Registered Professional Architect, 1984
Bill D. Finney .......................... Associate Professor
B.A., 1972, University of Tennessee
Registered Professional Architect, 1978
M.S., 1995, University of Tennessee, Knoxville

VISUAL COMMUNICATIONS, PHOTOGRAPHY & MUSIC
John R. Chastain ..........................Department Head/Associate Professor
B.A., 1968, David Lipscomb University
M.S., 1996, University of Tennessee, Knoxville
Bobbie D. Armstrong ..............................Secretary II

Steven A. Solomon ..............................Printing Clerk
B.F.A., 1988, University of Chicago
Computer Electronics Diploma, 1986
Nashville State Area Vocational-Technical School

VISUAL COMMUNICATIONS
Pamela A. Ilassis ..................................Assistant Professor/Coordinator
B.S., 1976, University of Tennessee
Graphic Arts Design Certificate
Victoria M. Kasperek ..................................Instructor
B.S., 1973, University of Tennessee
Priscilla K. Nash .............................. Assistant Professor
B.F.A., 1974, Mississippi State University for Women

David Weilmuenster..................................Instructor
B.F.A., 1993, Middle Tennessee State University

PHOTOGRAPHY
Catherine O'Bryant ..........................Instructor/Coordinator
Technical Certificate, Photography, 1983,
Nashville State Technical Institute
A.A.S., 1994, Nashville State Technical Institute
Certified Photo Finishing Engineer, 1994

MUSIC
Wayne Neuendorf ..........................Instructor/Coordinator
B.A., 1973, Troy State University

NASHVILLE ELECTRICAL JOINT APPRENTICE AND TRAINING COMMITTEE
Elbert Carter .................................. Director
Lisa Porter .................................. Secretary

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

Gwenda Gray .......................... Secretary III
Constanza Kelly .......................... Secretary I

ACADEMIC SKILLS DEPARTMENT
Mira R. Fleischman ..........................Assistant Dean/Associate Professor
B.S., 1973, Murray State University
M.A., 1978, Western Kentucky University

Cindy Anderson ..........................Physical Disabilities Coordinator
B.S., 1991, University of Alabama
M.A., 1993, University of Alabama
Ed.S., 1995, Tennessee Technological University

Jane Locke Anderson ..........................Learning Lab Director
UAW-Ford Skills Enhancement Program,
Ford Motor Co., Nashville Glass Plant
B.A., 1982, University of Mississippi
M.S., 1988, University of Tennessee

Lisa Buckner ..........................Testing Director, Student Disability Program
B.S.W., 1980, Middle Tennessee State University
M.Ed., 1998, Trevecca Nazarene University

Donnet Bullard ..........................Instructor
UAW-Ford Skills Enhancement Program,
Ford Motor Co., Nashville Glass Plant
B.S., 1986, Valdosta State College
M.S., 1993, Valdosta State College
Certificate, Georgia Energy Technology Institute
For Teachers
Certificate, Professional Career Development Institute

Mary Ann S. Grigg ..........................Assistant Professor/
Learning Center Coordinator
B.A., 1970, James Madison University
M.Ed., 1993, Belmont University

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A.S., 1972, Marshall University
B.S., 1980, University of Tennessee
M.Ed., 1982, Vanderbilt University

Jackie Parker ..........................Academic Support Coordinator
A.S., 1988, Nashville State Technical Institute
B.S., 1974, University of Alabama
M.A., 1980, University of Alabama
<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Education</th>
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<tbody>
<tr>
<td>Holly H. Paulus</td>
<td>Assistant Professor</td>
<td>B.A., 1971, Case Western Reserve University</td>
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<td>M.Ed., 1984, University of Delaware</td>
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<tr>
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<td>Certified Reading Specialist</td>
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<tr>
<td>Betty D. Renfro</td>
<td>Instructor</td>
<td>A.S., 1966, Southeastern Christian College</td>
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<td>B.S., 1979, Tennessee State University</td>
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<td>B.A., 1992, University of Tennessee</td>
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<tr>
<td>Annette R. Sanchez</td>
<td>Associate Professor</td>
<td>Certificate, Graphic Arts, 1986</td>
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<td>Nashville State Technical Institute</td>
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<td>B.A., 1979, Middle Tennessee State University</td>
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<td>M.A., 1983, Middle Tennessee State University</td>
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<td>Ed.D., 1998, George Peabody College of Vanderbilt University</td>
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<tr>
<td>David A. Sells</td>
<td>Associate Professor</td>
<td>A.A., 1969, Henderson Community College</td>
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<td>B.A., 1971, Murray State University</td>
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<td>M.A.C.T., 1973, Murray State University</td>
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<td>S.C.T., 1973, Murray State University</td>
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<tr>
<td>Terry D. Sellars</td>
<td>Associate Professor</td>
<td>B.A., 1971, Murray State University</td>
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<td>M.A.C.T., 1973, Murray State University</td>
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<td>S.C.T., 1973, Murray State University</td>
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<td>Certified Developmental Specialist, 1992, Appalachian State University</td>
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<tr>
<td>Diane D. Wood</td>
<td>Director/Student Disability Program</td>
<td>B.A., 1975, David Lipscomb University</td>
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<td></td>
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<td>Certified Occupational Therapist Assistant, 1977</td>
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<td>M.Ed., 1991, Middle Tennessee State University</td>
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<tr>
<td>Jeanne Alstatt</td>
<td>Department Head/Assistant Professor</td>
<td>M.A., 1977, Middle Tennessee State University</td>
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<td>M.Ed., 1978, Middle Tennessee State University</td>
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<tr>
<td>Carolyn Jeans</td>
<td>Secretary II</td>
<td>M.A., 1978, Middle Tennessee State University</td>
</tr>
<tr>
<td>Barbara Baker</td>
<td>Assistant Professor</td>
<td>B.S., 1981, Tennessee State University</td>
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<td>M.Ed., 1986, Vanderbilt University</td>
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<td>Ed.D., 1990, Vanderbilt University</td>
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<tr>
<td>Valerie Belew</td>
<td>Associate Professor</td>
<td>B.A., 1982, Union University</td>
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<td>M.A., 1985, Tennessee Technological University</td>
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<td></td>
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<td>ASTD Certified Learning to Learn Instructor</td>
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<tr>
<td>Louis J. Blecha</td>
<td>Professor</td>
<td>B.A., 1958, Bethany College</td>
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<td>M.A., 1967, University of Kansas</td>
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<tr>
<td>Karen E. Bourg</td>
<td>Associate Professor</td>
<td>B.A., 1964, Emmanuel College</td>
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<td>M.A., 1966, Northeastern University</td>
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<tr>
<td>Scott Buswell</td>
<td>ESL Instructor</td>
<td>B.A., 1991, West Virginia University</td>
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<td>M.A., 1996, West Virginia University</td>
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<tr>
<td>B. Alice Church</td>
<td>Associate Professor</td>
<td>B.A., 1972, University of Tennessee</td>
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<td>M.A., 1973, Vanderbilt University</td>
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<tr>
<td>Devora D. Diller</td>
<td>ESL Specialist/Instructor</td>
<td>B.A., 1990, University of Pennsylvania</td>
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<td>M.S., 1995, Georgia State University</td>
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<td>Certified K-12 German, State of Georgia</td>
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<tr>
<td>Neely Ann Sheucraft</td>
<td>Instructor</td>
<td>B.A., 1993, Western Kentucky University</td>
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<td>M.A., 1996, Western Kentucky University</td>
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<tr>
<td>Margaret E. Harbers</td>
<td>Associate Professor</td>
<td>B.A., 1985, University of Hawaii</td>
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<td>M.A., 1986, University of Hawaii</td>
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<tr>
<td>Claudia J. House</td>
<td>Assistant Professor</td>
<td>B.A., 1989, Middle Tennessee State University</td>
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<td>M.A., 1995, Middle Tennessee State University</td>
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<tr>
<td>Margaret F. Jones</td>
<td>Associate Professor</td>
<td>B.A., 1981, University of Alabama</td>
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<td>Fred Jordan</td>
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<td>J.M.B.A., 1996, University of Memphis</td>
</tr>
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<td>Charles Padron</td>
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<td>B.A., 1982, American College in Paris</td>
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</tr>
<tr>
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</tr>
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<td></td>
<td></td>
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</tr>
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<td>Gloria H. Reese</td>
<td>Associate Professor</td>
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</tr>
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</tr>
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</tr>
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<td>Tammy L. Ruff</td>
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</tr>
<tr>
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<td></td>
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</tr>
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<td>phillip s. sparks</td>
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</tr>
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</tr>
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</tr>
<tr>
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</tr>
<tr>
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</tr>
<tr>
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</tr>
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</tr>
<tr>
<td>Wilma Caldwell</td>
<td>Secretary II</td>
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</tr>
<tr>
<td>Collin T. Ballance</td>
<td>Associate Professor</td>
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</tr>
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</tr>
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<td>David Covington</td>
<td>Instructor</td>
<td>B.S., 1975, University of South Carolina</td>
</tr>
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<td>Ph.D., 1991, University of South Carolina</td>
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<td>Lillian Dibblee</td>
<td>Assistant Professor</td>
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</tr>
<tr>
<td></td>
<td></td>
<td>M.A., 1971, Purdue University</td>
</tr>
<tr>
<td>Hamid Doust</td>
<td>Associate Professor</td>
<td>B.S., 1976, School of Banking, Iran</td>
</tr>
<tr>
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<td></td>
<td>M.S., 1981, Middle Tennessee State University</td>
</tr>
<tr>
<td>Kwaku Forkuo-Sekyere</td>
<td>Associate Professor</td>
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</tr>
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</tr>
<tr>
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<td></td>
<td>M.S., 1987, Ohio State University</td>
</tr>
</tbody>
</table>
POLICE SCIENCE TECHNOLOGY

Michael A. Wright .......................... Department Head/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

COMMUNITY EDUCATION

Betty P. Jones-Broz .......................... Coordinator,
special Courses and CEU's
Certified Professional Secretary, 1994

TVPPA PROGRAM

Lisa Taylor ................................. Administrative Services Manager

COOKEVILLE CAMPUS

Bill Pardue ................................. Director/Instructor
B.A., 1990, Tennessee Technological University
M.B.A., 1992, Tennessee Technological University
ED.S., 1995, Tennessee Technological University

Dona Joan Christopher ....................... Campus Coordinator
B.A., 1966, Oachita Baptist University
M.S., 1978, Vanderbilt University

Tim Dean ................................. Assistant 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

LIBRARY

James R Veatch, Jr .......................... Director
B.A., 1965, Sioux Falls College
M.A., 1971, Northwest Missouri State
M.L.S., 1975, George Peabody College of
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Ph.D., 1980, George Peabody College of
Vanderbilt University

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Deborah Finney-Webb ........................ Library Assistant II
Certificate of Computer Operations, 1981,
Nashville State Technical Institute
A.S., 1986, Nashville State Technical Institute
OFFICE OF RECRUITING
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Tabitha Vires-Swearingen ............... Admissions Representative
B.S., 1995, Austin Peay State University
M.A., 2000, Austin Peay State University
Wendy Matheny ......................... Admissions Representative
B.S., 1998, Austin Peay State University

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B.S., 1973, Murray State University
M.A., 1978, Western Kentucky University
Mary Anne Dykema .......................... Secretary II

ADVISING
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B.S., 1966, East Tennessee State University
M.A., 1978, University of Northern Colorado
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Lori Odom .................................. Career Strategist
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Rosetta Parks ............................... Counselor/Assistant Professor
B.S., 1972, Tennessee State University
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M.Ed., 1995, Middle Tennessee State University

ACADEMIC SERVICES
Sara C. Maxwell ......................... Testing Center Coordinator
B.S., 1948, University of Montevallo
Kathy Ford .......................... Testing Technician I
Michelle Renfro ......................... Testing Technician I
Joy H. Williams ......................... Testing Technician II

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Stephen F. White .......................... Director
B.A., 1980, Campbellsville College
M.Div., 1983, Southern Baptist Theological Seminary
Vicki Hammons ......................... Assistant Director
B.S., 1961, Eastern Kentucky University
Melissa Smith ......................... Coordinator of Technical Support
B.S., 1976, Bethel College
M.B.A., 1988, University of Kentucky
Leah Gregory .......................... Secretary II
Ola M. James ......................... Coordinator of Loans/Scholarships
Leslie P. Laster......................... Financial Aid Clerk
Etta Mason ......................... Technical Clerk

FINANCE AND ADMINISTRATIVE SERVICES
Debra Simpkins-Bauer .................... Vice President of Finance
and Administrative Services
B.S., 1977, University of Tennessee at Martin
Francette B. Blaustone ................... Administrative Secretary
Certified Professional Secretary, 1994
Yvonne Barrett ......................... Director of Affirmative Action
Certified Professional Secretary, 1992
B.A., 1996, Trevecca Nazarene University
Shelia R. Cook-Jones .......................... Buyer
A.S., 1984, Nashville State Technical Institute
ACCOUNTING
M. Elaine Davis ................................................ Controller
B.S., 1972, Belmont University
AS., 1983, Nashville State Technical Institute
Bernice G. Batchelor .................. Account Clerk Supervisor
B.S., 1979, Nashville State Technical Institute
Michele Hicks .................................................. Technical Clerk
Laurie W. Rhoton ................................ Accountant
A.S., 1996, Nashville State Technical Institute
A.A.S., 1993, Nashville State Technical Institute
Evaleane G. Owens ........................ Security Guard Supervisor
A.S., 1983, Nashville State Technical Institute
A.A., 1998, Aquinas Junior College
A.A.S., 1983, Nashville State Technical Institute
M.B.A., 1988, Jack C. Massey Graduate School of Business, Belmont University
Diane Blankenship ................ Head Cashier
Robbie Fredd ........................ Account Clerk II
Casey George .................................. Cashier
Janet Morgan ..................... Account Clerk Supervisor
Janice O’Kin ............................ Account Clerk I
Linda D. Langiotti ........................................ Bursar
A.S., 1983, Nashville State Technical Institute
A.A., 1972, Draughons Junior College
Cecil H. Ivy ........................... Shipping and Receiving Clerk
Suzanne Bolcher ...................... Shipping and Receiving Clerk
Lori B. Maddox .................... Director
A.S., 1986, Nashville State Technical Institute
B.S., 1998, University of Tennessee, Knoxville
Herbert E. Hunt .................... Manager
B.S., 1992, Nashville State Technical Institute
Judy Cook .......................... Personnel Assistant
Janet Dennis ................................ Personnel Clerk
Payroll
Becky Abu-Orf ........................ Manager
Annette Jordan ......................... Account Clerk III
Gloria Linzy ........................ Account Clerk II
Benjamin H. McHenry ........................... Director
A.A., 1976, Western Kentucky University
Brenda K. Harigford .......... Technical Clerk
Melanie J. Buchanan .. Budgeting and Facilities Coordinator
B.A., 1997, Trevecca Nazarene University
GROUNDs, LANDSCAPING & CUSTODIAL
Jim Wharton ........................ Custodial Supervisor
Edward Anthony ........................ Custodian
James M. Bond ........................ Grounds Worker I
Jason Bond ........................ Grounds Worker I
Eddie L. Brown ........................ Custodial Lead Worker
Howard Carter ................... Custodian
Philemon Gentry .................... Custodian
Lisa Graham ........................ Custodian
Maxine Hill ........................ Custodian
Patricia Logsdon ........................ Custodian
Carolyn Owens ........................ Custodian
Sallie L. Short ........................ Custodian
Hershell Woodard .................... Custodian
MAINTENANCE & OPERATIONS
Willard J. Frazier ........................... Maintenance Supervisor
John Beauchamp ........................ Maintenance Worker
James W. Bryant ........................ AC Heating Mechanic II
Mark Hendricks ......................... Maintenance Worker
B.S., 1999, Tennessee Technology Center at Nashville
Tim Smith ............................... Electrician
Ray T. Wall ............................ Maintenance Worker
Marshall Williamson .................... Maintenance Worker
Sylvia Creasman ........................ Security Guard I
Lori B. Maddox ........................... Director
George Aldridge ........................ Security Guard I
John Dailey ............................ Security Guard I
Lee Houlsley ........................ Security Guard I
Jerome Hunter ........................ Security Guard I
Angela Keith ............................ Security Guard I
A.A.S., 1998, Nashville State Technical Institute
Electronics, 1999, Austin Peay State University
Marty Logsdon ........................ Security Guard II
A.A.S., 1992, Aquinas Junior College
SAFETY & SECURITY
Evaleane G. Owens ........................ Security Guard Supervisor
G. Derrek Sheucaft ........................ Security Guard Supervisor
George Aldridge ........................ Security Guard I
Thomas Cannon ........................ Dispatcher
Sylvia Creasman ........................ Security Guard I
John Dailey ............................ Security Guard I
Lee Houlsley ........................ Security Guard I
Jerome Hunter ........................ Security Guard I
Angela Keith ............................ Security Guard I
A.A.S., 1998, Nashville State Technical Institute
Electronics, 1999, Austin Peay State University
Marty Logsdon ........................ Security Guard II
A.A.S., 1992, Aquinas Junior College
FACULTY PRODUCTIVITY
During the 9 month school year, TBR faculty
* Provided on average 475 hours of student instruction
* Spend on average some 100 hours each advising students and performing other assigned duties.
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Absences</td>
<td>31</td>
</tr>
<tr>
<td>Academic calendar</td>
<td>8</td>
</tr>
<tr>
<td>Academic Fresh Start</td>
<td>31</td>
</tr>
<tr>
<td>Academic Skills Department</td>
<td>27, 119</td>
</tr>
<tr>
<td>Academic standards</td>
<td>23</td>
</tr>
<tr>
<td>Accounting courses</td>
<td>126</td>
</tr>
<tr>
<td>Accounting Information courses</td>
<td>127</td>
</tr>
<tr>
<td>Accreditation</td>
<td>6</td>
</tr>
<tr>
<td>Adding a course</td>
<td>31</td>
</tr>
<tr>
<td>Administration</td>
<td>171</td>
</tr>
<tr>
<td>Admissions requirements</td>
<td>13</td>
</tr>
<tr>
<td>Advanced Placement Exams</td>
<td>28</td>
</tr>
<tr>
<td>Advising</td>
<td>31</td>
</tr>
<tr>
<td>Alumni Relations</td>
<td>116</td>
</tr>
<tr>
<td>Application instructions</td>
<td>182</td>
</tr>
<tr>
<td>Architectural courses</td>
<td>127</td>
</tr>
<tr>
<td>Architectural Engineering Technology</td>
<td>56</td>
</tr>
<tr>
<td>Architectural Engineering Technology courses</td>
<td>127</td>
</tr>
<tr>
<td>Articulation credit</td>
<td>19</td>
</tr>
<tr>
<td>Associate’s Degree requirements</td>
<td>15</td>
</tr>
<tr>
<td>Audits</td>
<td>31</td>
</tr>
<tr>
<td>Automotive courses</td>
<td>128</td>
</tr>
<tr>
<td>Automotive Service Technology</td>
<td>58</td>
</tr>
<tr>
<td>Banking courses</td>
<td>131</td>
</tr>
<tr>
<td>Biology courses</td>
<td>130</td>
</tr>
<tr>
<td>Board of Regents</td>
<td>172</td>
</tr>
<tr>
<td>Books and supplies</td>
<td>52</td>
</tr>
<tr>
<td>Bookstore</td>
<td>52</td>
</tr>
<tr>
<td>Business courses</td>
<td>132</td>
</tr>
<tr>
<td>Business and industry training</td>
<td>115</td>
</tr>
<tr>
<td>Business Management</td>
<td>60</td>
</tr>
<tr>
<td>Calendar</td>
<td>8</td>
</tr>
<tr>
<td>CEBS program</td>
<td>113</td>
</tr>
<tr>
<td>Certificate requirements</td>
<td>23</td>
</tr>
<tr>
<td>Chemistry courses</td>
<td>133</td>
</tr>
<tr>
<td>Civil and construction courses</td>
<td>136</td>
</tr>
<tr>
<td>Civil and Construction Engineering Technology</td>
<td>66</td>
</tr>
<tr>
<td>Class Organizations</td>
<td>45</td>
</tr>
<tr>
<td>College/ high school concurrent (joint) enrollment</td>
<td>18</td>
</tr>
<tr>
<td>College Level Examination Program (CLEP)</td>
<td>28</td>
</tr>
<tr>
<td>Communications Technology</td>
<td>68</td>
</tr>
<tr>
<td>Communications Technology courses</td>
<td>137</td>
</tr>
<tr>
<td>Community Education Center</td>
<td>113</td>
</tr>
<tr>
<td>Computer Accounting Technology</td>
<td>70</td>
</tr>
<tr>
<td>Computer Aided Drafting courses</td>
<td>133</td>
</tr>
<tr>
<td>Computer Information Systems</td>
<td>72</td>
</tr>
<tr>
<td>Computer Information Systems courses</td>
<td>134</td>
</tr>
<tr>
<td>Computer Training Center (CTC)</td>
<td>115</td>
</tr>
<tr>
<td>Computer Technology</td>
<td>76</td>
</tr>
<tr>
<td>Computer Technology courses</td>
<td>143</td>
</tr>
<tr>
<td>Contract courses</td>
<td>115</td>
</tr>
<tr>
<td>Cooperative Education</td>
<td>114</td>
</tr>
<tr>
<td>Costs</td>
<td>49</td>
</tr>
<tr>
<td>Course descriptions</td>
<td>125</td>
</tr>
<tr>
<td>Course load</td>
<td>32</td>
</tr>
<tr>
<td>Course prefixes</td>
<td>121</td>
</tr>
<tr>
<td>Course waiver and substitution</td>
<td>29</td>
</tr>
<tr>
<td>Credit by examination</td>
<td>29</td>
</tr>
<tr>
<td>Credit for prior work experience</td>
<td>30</td>
</tr>
<tr>
<td>Culinary Science</td>
<td>78</td>
</tr>
<tr>
<td>Culinary Science courses</td>
<td>144</td>
</tr>
<tr>
<td>Degree requirements</td>
<td>23</td>
</tr>
<tr>
<td>Developmental courses</td>
<td>147</td>
</tr>
<tr>
<td>Dropping a course</td>
<td>31</td>
</tr>
<tr>
<td>Distance Education Center</td>
<td>116</td>
</tr>
<tr>
<td>Early Childhood Education</td>
<td>80</td>
</tr>
<tr>
<td>Early Childhood Education courses</td>
<td>146</td>
</tr>
<tr>
<td>Economics courses</td>
<td>148</td>
</tr>
<tr>
<td>Electrical/ Electronic courses</td>
<td>148</td>
</tr>
<tr>
<td>Electrical Engineering Technology</td>
<td>82</td>
</tr>
<tr>
<td>Electrical Maintenance Certificate program</td>
<td>104</td>
</tr>
<tr>
<td>Electronic Engineering Technology</td>
<td>84</td>
</tr>
<tr>
<td>English as a Second Language</td>
<td>38</td>
</tr>
<tr>
<td>English courses</td>
<td>152</td>
</tr>
<tr>
<td>Environmental Technology</td>
<td>86</td>
</tr>
<tr>
<td>Environmental Technology courses</td>
<td>151</td>
</tr>
<tr>
<td>Ethics courses</td>
<td>162</td>
</tr>
<tr>
<td>Exams</td>
<td>32</td>
</tr>
<tr>
<td>Faculty</td>
<td>173</td>
</tr>
<tr>
<td>Fees</td>
<td>49</td>
</tr>
<tr>
<td>Finance courses</td>
<td>131</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>39</td>
</tr>
<tr>
<td>French courses</td>
<td>153</td>
</tr>
<tr>
<td>General Technology</td>
<td>88</td>
</tr>
<tr>
<td>Geology course</td>
<td>153</td>
</tr>
<tr>
<td>Grade point average</td>
<td>23, 25</td>
</tr>
<tr>
<td>Grading standards</td>
<td>25</td>
</tr>
<tr>
<td>History courses</td>
<td>153</td>
</tr>
<tr>
<td>Honors</td>
<td>24, 32</td>
</tr>
<tr>
<td>Honors courses</td>
<td>154</td>
</tr>
<tr>
<td>Housing</td>
<td>44</td>
</tr>
<tr>
<td>Humanities</td>
<td>154</td>
</tr>
<tr>
<td>Identification cards</td>
<td>45</td>
</tr>
<tr>
<td>International students</td>
<td>16</td>
</tr>
<tr>
<td>Library</td>
<td>44</td>
</tr>
<tr>
<td>Manufacturing Engineering Technology</td>
<td>90</td>
</tr>
<tr>
<td>Manufacturing Engineering Technology courses</td>
<td>157</td>
</tr>
<tr>
<td>Marketing courses</td>
<td>156</td>
</tr>
<tr>
<td>Mathematics courses</td>
<td>155</td>
</tr>
<tr>
<td>Memberships</td>
<td>6</td>
</tr>
<tr>
<td>Mission of the college</td>
<td>4</td>
</tr>
<tr>
<td>Music Technology Technical Certificate</td>
<td>106</td>
</tr>
<tr>
<td>Music Technology courses</td>
<td>157</td>
</tr>
<tr>
<td>Nashville State Tech, History of.</td>
<td>5</td>
</tr>
<tr>
<td>New Student Orientation</td>
<td>45</td>
</tr>
<tr>
<td>Occupational Therapy Assistant Technology</td>
<td>92</td>
</tr>
<tr>
<td>Occupational Therapy courses</td>
<td>160</td>
</tr>
<tr>
<td>Off-campus Locations</td>
<td>116</td>
</tr>
<tr>
<td>Office Administration</td>
<td>94</td>
</tr>
<tr>
<td>Office Administration courses</td>
<td>158</td>
</tr>
<tr>
<td>Parking</td>
<td>51</td>
</tr>
<tr>
<td>Paraeducator course</td>
<td>148</td>
</tr>
</tbody>
</table>
Photography Certificate program ........................................ 107
Photography courses ..................................................... 162
Physical Science courses ............................................. 165
Physics courses ............................................................ 163
Placement services ....................................................... 114
Police Science courses ............................................... 165
Police Science Technology ........................................... 98
Privacy rights of students ............................................. 37
Probation ...................................................................... 26
Programs of instruction ............................................... 55
Psychology courses ...................................................... 168
Reading courses .......................................................... 148, 169
Readmission ................................................................. 17
Real Estate program ..................................................... 113
Refund policy ............................................................... 42, 50
Remedial courses ......................................................... 169
Repeating courses ........................................................ 32
Scholarships .................................................................. 43
Security ......................................................................... 45
Senior citizens’ fees ..................................................... 49
Sociology courses .......................................................... 169
Spanish courses ............................................................. 170
Special interest courses ............................................... 113
Special students ........................................................... 18
Speech courses ............................................................. 170
Student activities .......................................................... 45
Student classification .................................................... 32
Student conduct ............................................................ 38
Student Government Association ................................... 45
Student loans ................................................................. 40
Student organizations .................................................... 45
Student rights and responsibilities ............................... 37
Students’ with Disabilities fees ...................................... 49
Study skills course ........................................................ 148
Surgical Technology Certificate program .................... 108
Surgical Technology courses .......................................... 128
Suspension ..................................................................... 26
Tech Prep ...................................................................... 30, 55
Technical Training Center ........................................... 115
Tennessee Board of Regents .......................................... 172
Testing ........................................................................ 16
Traffic violations ........................................................... 49
Transfer credit .............................................................. 19
Tuition ......................................................................... 49
U.S. Military Schools ..................................................... 30
Vehicle registration ....................................................... 51
Veterans’ benefits ........................................................ 32
Video courses .............................................................. 116
Visual Communications .............................................. 100
Visual Communications courses ................................... 141
Waiver of prerequisites ............................................... 26, 33
Web-based courses ....................................................... 116
Withdrawing from the college ....................................... 33
Workforce Readiness Technical Certificate .................. 109
Work Keys Service Center ............................................ 115

CURRENT MAJORS FOR APPLICATION
Select the appropriate code for the major you intend to pursue and enter the code in the major section of the application. If your selected major has concentrations, you must also enter the code for your concentration choice in the appropriate block. All applicants must select one of the following major codes

DEGREE MAJOR CODES

MAJOR CONCENTRATION
ACT ..................... Architectural Engineering Technology
AST AET Automotive Service Technology-ASEP (Ford)
AST ASP Automotive Service Technology-ASEP (GM)
AST ATP Automotive Service Technology-ATEP (Other)
BMT BNK Business Management Technology-
BMT CST Business Management Technology-
BMT MKT Business Management Technology-
BMT SBA Business Management Technology-
CAT Computer Accounting Technology
CCT Civil & Construction Engineering Technology
CIS CMC Computer Information Systems-
CIS CMA Computer Information Systems-
CMT Communications Technology
COM GDS Graphic Design Technology
COM PHT Visual Communications-
CPT Computer Technology (Installation & Maintenance)
CUL Culinary Science
ECED Early Childhood Education
EET Electronic Engineering Technology
ETT Electrical Engineering Technology
ENV Environmental Engineering Technology
GLT BUS General Technology-Business Concentration
GLT TE General Technology-Technical Concentration
MFG Manufacturing Engineering Technology
MFG MTT Manufacturing Engineering Technology-
OAD ADM Office Administration-Administrative Concentration
OAD LEG Office Administration-Legal Concentration
OAD MED Office Administration-Medical Concentration
OTT Occupational Therapy Assistant Technology
PST COR Police Science Technology-
PST POA Police Science Technology-
UNE Engineering Technology-Undecided

ACADEMIC CERTIFICATE PROGRAM CODES
ACAS Arts & Sciences

TECHNICAL CERTIFICATE PROGRAM CODES
EMC Electrical Maintenance
IDT Industrial Distribution
MST Music Technology
PHO Photography
STC Surgical Technology
WFR WBT Workforce Readiness-
WFR WCI Workforce Readiness-
WFR WOA Workforce Readiness-

NON-DEGREE OR CAREER ADVANCEMENT CERTIFICATE
XXX Special Student, Non-Degree
Did you know?

**FACTS ABOUT NASHVILLE STATE TECH**

Over *13,500 students* were enrolled at Nashville State Tech last year.

Our students can earn two-year degrees, career advancement or technical certificates in over *50 top fields* and latest technologies.

Nearly 2,500 of our students are enrolled solely to earn college credits that *transfer to four-year colleges and universities*.

Nashville State Tech has a Career Employment Center that helps graduating students locate career opportunities.

Our *Web-based and video checkout courses* can be taken from the convenience of your home or office.

Nashville State Tech is furnished with labs that use the latest equipment and technologies.

Nashville State Tech offers a great variety of *Special Interest courses* through our Community Education department.

Over forty-five percent of our students are *over thirty years old* and return to school to update job skills or start a new career.

In addition to our main campus on White Bridge Road, we have many *off-campus locations* throughout the community and surrounding counties, including a *Center in Cookeville*.

Our Computer Training Center offers *one-day computer courses* in various PC applications.

Nashville State Tech features a *complete Library* that houses over *46,000 volumes* accessible through WebCat, the on-line catalog.

Short-term *business and industry training* is available at your site or at our campus through our Workforce Development department.

Nashville State Tech received the *Tennessee Quality Award* for its *commitment to quality* in education.

Nashville State Tech is a *Tennessee Board of Regents college* in the State University and Community College System.

Nashville State Tech is located on our website at [www.nsti.tec.tn.us](http://www.nsti.tec.tn.us)

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