Nashville State Technical Insitute

Catalog 2001-2002

Nashville State Technical Institute

2001-2002 Catalog

CollegeSource

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registration

Pamela, *Community Ed*

education

Steve, *Professional Development*

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Terrell, *Business Management*

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Joshlyn, *Visual Communications*

Patty, *Computer Information Systems*

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.

NASHVILLE State Tech 2001–2002

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Nick, *Photography*

affirmation

Nashville Scene readers have voted Nashville State Tech as The Best Place for Adult Continuing Education for the past three years. *Nashville Women* polls rated Nashville State Tech as one of their Favorites in 2000. Nashville State Tech has also received the Tennessee Quality Award for its commitment to quality education.

Alma, *Photography*

general
information

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The Mission
of Nashville State Tech

Nashville State Technical Institute is a comprehensive 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, academic and technical 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.

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 2000, that number had grown to 7,315; with an enrollment of over 14,000 students during the entire academic year. Nashville State Tech's initial offering of five Associate's degree programs has grown to 20 degree programs and eight certificate programs. In addition, Nashville State Tech offers continuing education courses ranging from technical skills to management training and programs providing training in such areas as computer-aided drafting and office technology.

Nashville State 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 is now home to the new Public Educational Government Access Studio. The studio, which opened in the spring of 2001, offers community access television to individuals, educational organizations, and government agencies who wish to develop local programming. Financed by Intermedia, the building features a large video studio, video control room, multiple editing bays, and new digital technology.

Funding the Future

The Nashville Tech Foundation

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

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

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

American General

The Frist Foundation

HCA Foundation

Ingram Industries

For more information about how you or your company can help the Nashville Tech Foundation "fund the future," please contact the Development Office at 615-353-3225 or visit the Nashville Tech Foundation Website at www.NashvilleStateTech.org/foundation.

AMERICAN | GENERAL
FINANCIAL GROUP

THE FRIST FOUNDATION

The HCA Foundation℠

INGRAM

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 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 approved 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
- Servicemembers Opportunities Colleges
- Tennessee College Association
- The College Board

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Academic Calendar 2001 – 2002

Fall 2001

On Campus Registration ....Monday ....August 20
Regular Classes Start..Wednesday ....August 22
Weekend Classes Start ....Saturday..August 25
Last Day to Late Register ....Tuesday ....August 28
Holiday/Break – Labor Day (no classes).........................Monday ....September 3
Last Day to Withdraw Without Penalty ....Tuesday..September 4
Deadline for filing Spring 02 Grad. Intent.....................Wednesday ....September 5
Last Day to Remove "I" Grade Fall 2000.........................Monday ....September 17
Last Day to Withdraw and Receive "W" ....Monday ....October 29
Holiday/Break – Thanksgiving (no classes)..........Wednesday – Sunday................................November 21 – 25
Weekend Classes End...Saturday...December 8
Regular Classes End ....Monday ....December 10
Exam Period..Tuesday –Saturday ....December 11 – 15
Grades Due...Monday..............................December 17 (12 NOON)

Spring 2002

On Campus Registration ....Monday ....January 7
Regular Classes Start..Wednesday ....January 9
Weekend Classes Start ....Saturday..January 12
Last Day to Late Register ....Tuesday ....January 15
Holiday – Martin Luther King (no classes) ....Monday ....January 21
Last Day to Withdraw without Penalty..........................Tuesday..January 22
Deadline for filing Summer 02 Grad. Intent.....................Friday..January 25
Last Day to Remove "I" Grade Fall 2001.........................Monday ....January 28
Last Day to Withdraw and Receive "W".........................Friday...March 22
Spring Break and Good Friday Holiday...................Monday – Sunday ....March 25–31
Regular Classes End...Wednesday ....May 1
Weekend Classes and Final Exams End..........................Saturday..May 4
Exam Period ....Thursday – Tuesday...May 2 – 7
Grades Due...Thursday ....May 9 (12 NOON)
Graduation ....Monday..May 13

Summer 2002 (Regular 8-week session)

On Campus Registration Day......................................Tuesday ....June 4
Last Day of Late Registration ....Wednesday ....June 5
Regular Classes Start..Thursday..June 6
Weekend Classes Start ....Saturday..June 8
Last Day to Drop without Penalty...............................Wednesday ....June 19
Deadline for Filing Fall 02 Grad Intent..........................Friday...June 21
Last Day to Remove "I" Grade from 02S........................Thursday...June 27
Holiday – Independence Day (no classes).............Thursday – Sunday ....July 4 – 7
Last Day to Withdraw and Receive "W" ....Thursday..July 11
Regular Classes End & final Exams End........................... Friday ....August 2
Weekend Classes End & Final Exams End....................... Sunday.. August 4
Grades Due...Tuesday ....August 6 (12 NOON)

Summer 2002 (1st Four Weeks)

On-Campus Registration ....Tuesday...June 4
Last Day of Late Registration ....Wednesday ....June 5
Regular Classes Start..Thursday ....June 6
Weekend Classes Start ....Saturday...June 8
Last Day to Drop Without Penalty ....Wednesday ....June 12
Last Day to Withdraw & Receive "W"...........................Monday ....June 24
Weekend Classes & Final Exams End............................Sunday...June 30
Regular Classes & Final Exams End ....Wednesday ....July 3
Grades Due...Tuesday ....July 9 (12 NOON)

Summer 2002 (2nd Four Weeks)

On-Campus Registration...Wednesday ....July 3
Holiday (Independence Day)..Thursday ....July 4
Regular Classes Start..Monday ....July 8
Last Day to Drop Without Penalty...................................Friday...July 12
Weekend Classes Start ....Saturday...July 13
Last Day to Withdraw & Receive "W"...........................Wednesday..July 24
Regular Classes & Final Exams End ....Friday...August 2
Weekend Classes & Final Exams End.............................Sunday...August 4
Grades Due...Tuesday ....August 6 (12 NOON)

Fall 2002

On-Campus Registration ....Monday ....August 19
Regular Classes Start..Wednesday ....August 21
Weekend Classes Start ....Saturday...August 24
Last Day of Late Registration..Tuesday ....August 27
Holiday/Break – Labor Day (no class) ....Monday ....September 2
Last Day to Drop Without Penalty.................................Tuesday..September 3
Deadline for Filing Spring 03 Grad. Intent ....Friday...September 6
Last Day to Remove "I" Grade from 02M......................Monday ....September 16
Last Day to Withdraw and Receive "W" ....Wednesday ....October 30
Holiday/Break – Thanksgiving (no classes)....................Wed-Sun. ....November 27 – December 1
Weekend Classes End..Saturday ....December 7
Regular Classes End ....Monday...December 9
Exam Period...Tuesday – Sunday................................December 10 – 15
Grades Due...Tuesday............................December 17 (12 NOON)

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.

Audie, *Graphic Design*

Academic Programs

Major	Concentrations within major	A.A.S Degree	Technical/Academic Certificate
Architectural Engineering Technology		✔	
Arts & Sciences			✔
Automotive Service Technology		✔	
Business Management	Customer Service Financial Services Management Marketing Small Business Administration	✔ ✔ ✔ ✔	
Civil & Construction Engineering Technology		✔	
Communications Technology		✔	
Computer Accounting Technology		✔	
Computer Information Systems Technology	Mainframe Microcomputer	✔ ✔	
Computer Technology		✔	
Culinary Science		✔	
Early Childhood Education		✔	
Electrical Engineering Technology		✔	
Electrical Maintenance			✔
Electronic Engineering Technology		✔	
Environmental Engineering Technology		✔	
General Technology	Business Technical	✔ ✔	
Horticulture & Landscape Gardening			✔
Manufacturing Engineering Technology	Machine Tooling Technology	✔	
Occupational Therapy Assistant		✔	
Industrial Distribution			✔
Music Technology			✔
Office Administration	Administrative Legal Medical	✔ ✔ ✔	
Photography			✔
Police Science	Corrections Management Police Administration	✔ ✔	
Sign Language Interpreting Technology		✔	
Surgical Technology			✔
Visual Communications	Graphic Design Photography	✔ ✔	
Workforce Readiness	Business Computer Information Office Administration		✔ ✔ ✔

occupation • registration

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Patrick, *Communications Technology*

admission
to the college

Anthony, *Graphic Design*

classification

A student who has completed fewer than 32 credit hours will 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.

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
Email: admissions@nsti.tec.tn.us
Web: www.NashvilleStateTech.org**

General Admission Requirements

Application fee

All applicants regardless of their intended program of study will be charged a one-time, nonrefundable $5.00 application fee. Applicants should also submit their application and other required documents as early as possible. Early submission allows ample time for processing of the application and for the distribution of registration information to the applicant. 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. To request additional information regarding these special requirements call or write the Admissions Office at the above address or number.

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. .ß 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 student's 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.

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

Technical Certificate Students

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, Surgical Technology*, and Music Technology.

For admission to technical certificate programs, applicants must be high school graduates or possess a General Education Diploma (GED). Transcripts showing proof of graduation with a regular high school diploma or successful completion of the GED must be submitted to the Admissions Office.

Surgical Technology has special admission requirements. Contact the Admissions Office for details.

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

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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 take 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 and 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; Saturday, 9:00AM to 2:00PM (video and Web only, Fall and Spring only)

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 (DSP_) English, mathematics, or reading courses. They must complete the appropriate placement test and, if scores indicate the need, will be placed in an DSP 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 DSP courses are the responsibility of the Academic Skills program director. Study skills placement is required for students who are placed in two remedial or developmental courses. Beyond this mandatory placement, students have the option to elect placement in Study Skills with approval from the DSP Director.

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's 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

Students whose first language is not English are protected under Title VI of the Civil Rights Act and are guaranteed language assistance once a language deficiency is documented. 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. Call an ESL testing specialist for additional information at 615-353-3380.

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.

K–12 Programs

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 complete a supplemental admissions form for academically talented and gifted high school students available in the Student Services Center..

For more information about K–12 Programs, please contact the Coordinator of K–12 Programs and 615-353-3269.

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 the Dual Enrollment Coordinator at Nashville State Tech at 615-353-3401. 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 may be obtained from the Dual Enrollment Coordinator in 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.

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 *PROGRAM ELIGIBILITY* .

For more information about Tech Prep, please call 615-353-3453 or 3518.

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.

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.

Savara, *CIS*

articulation

Nashville State Tech provides general education courses that enable students to transfer college credits to four-year colleges and universities. If students decide that they want bachelor's degrees, Nashville State Tech will provide a less expensive and more convenient first two-years. Over one-fourth of our students attend just for that reason. 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

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Melinda, *CMT*

academic standards
& procedures

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's degree or technical/academic certificate must satisfy the general and specific requirements as outlined below. No student will be issued a degree or certificate until all debts and obligations to the college have been satisfied.

CATALOG OPTION. A student's program requirements are determined by the catalog in effect the term the student is initially admitted into the degree or certificate program. If a student elects to change programs, or to change to a different area of concentration within a major, the requirements of the catalog currently in effect at the time of the change will apply. Any student may elect to graduate in accordance with the requirements of a catalog published after the student's initial program catalog. However, the 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's degree must complete a minimum of 60 semester hours to be eligible for the degree. The credits received by transferring courses from another institution may be counted to meet this requirement of 60 semester hours. Credit hours earned in remedial or developmental courses **cannot** be used to satisfy the minimum credit hour requirement.

MINIMUM RESIDENCY CREDIT. For an Associate's 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's degree candidates for graduation must complete the California Critical Thinking Skills 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's degree or technical/ academic 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:

- 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.

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 also acceptable. 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.

Richard, *Graphic Design*

inspiration

The Nashville State Tech Honors Program stimulates intellectual growth, promotes new understanding, enhances scholarship, and instills a sense of academic and personal excellence. The honors courses provide learning skills that enable students to quickly prioritize and arrange ideas, and create clear, concise essays, reports, and more. Whatever the task, students are inspired to tap into their creativity and develop new ideas.

Grading Standards and Records

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

Credit Grade		Quality Points Per Semester Credit Hour
A	Superior	4
B	Excellent	3
C	Average	2
D	Passing, but below average	1

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.

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 educational 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, 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.

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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 Dean of Student Services.

Grade Point Average

The minimum cumulative grade point average required for an Associate's 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

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:

Course	Credit Hours Attempted	Value of Grade/Points	Quality Points
ENGL 1010	3	C (2)	6
ACT 1160	5	B (3)	15
MATH 1145	4	B (3)	12
SOCI 1111	3	A (4)	12
	15		45
			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:

Associate Degree Programs:

Semester Credit Hours Attempted	Minimum Required QPA
0.0 – 14.0	No Minimum
14.1 – 26.0	1.0
26.1 – 40.0	1.4
40.1 – 48.0	1.7
48.1 – 56.0	1.9
56.1 – and above	2.0

Technical/Academic Certificate Programs:

Semester Credit Hour Attempted	Minimum Required QPA
0 – 8	No Minimum
9 – 16	1.50
17 – 24	1.75
25 and above	2.0

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 review program with a Student Services Advisor 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 committee. **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.

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

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

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.

CLEP EXAMINATIONS
WITH NSTI COURSE EQUIVALENCIES

GENERAL EXAMINATIONS	Minimum Acceptable Score	Credit Hours Awarded	NSTI Course Equivalencies
English Composition with Essay	420	3 - 6	ENGL 1010; ENGL 1020
Humanities	420	3 - 6	HUM elective
Mathematics, College	420	3 - 6	MATH elective (MATH 1110, 1610)
Natural Sciences	420	3 - 6	PSCI elective (PSCI 1010, 1020)
Social Sciences & History	420	3 - 6	SOC SCI elective

SUBJECT EXAMINATIONS
COMPOSITION AND LITERATURE

American Literature	46	3	ENGL 2110
Analyzing and Interpreting Literature	47	3 - 6	ENGL 2010 ENGL 2020 *Essay req'd
Composition, Freshman College	44	3 - 6	ENGL 1010; ENGL 1020 *Essay req'd
English Literature	46	3 - 6	ENGL 2010; ENGL 2020 *Essay req'd

FOREIGN LANGUAGES

French–College Level 1 (two semesters)	39	4	FREN 1010
French–College Level 2 (two semesters)	45	8	FREN 1010; FREN 1020
German–College Level 1 (two semesters)	36	4	HUM Elective
German–College Level 2 (two semesters)	42	8	HUM Elective
Spanish–College Level 1 (two semesters)	45	4	SPAN 1010
Spanish–College Level 2 (two semesters)	50	8	SPAN 1010; SPAN 1020

SOCIAL SCIENCES AND HISTORY

American Government	47	3	SOC SCI Elective
Educational Psychology, Introduction to	47	3	SOC SCI Elective/ EDUC Elective/ SOC SCI elective
History of the United States I: Early Colonizations to 1877	47	3	HIST 2010
History of the United States II: 1865 to the Present	46	3	HIST 2020
Human Growth and Development	45	3	EDUC elective/ SOC SCI elective
Macroeconomics, Principles of	44	3	ECO 1111
Microeconomics, Principles of	41	3	ECO 1121
Psychology, Introductory	47	3	PSYC 1111
Sociology, Introductory	47	3	SOCI 1111
Western Civilization I: Ancient Near East to 1648	46	3	HIST 1110
Western Civilization II: Ancient Near East to 1648	47	3	HIST 1120

SCIENCE AND MATHEMATICS

Algebra, College	46	3	MATH 1710
Algebra-Trigonometry, College	45	3	MATH 1710 or MATH 1720
Biology, General	46	4	BIOL 1110
Calculus with Elementary Functions	41	4	MATH 1910
Chemistry, General	47	3	CHEM 1110 & 1120 (not labs)
Trigonometry	50	3	MATH 1720

BUSINESS

Accounting, Principles of	45	4	ACC 1104
Business Law, Introductory	51	3	BUS 2600
Information Systems and Computer Appl.	52	3	CIS 1010
Management, Principles of	46	3	BUS 2400
Marketing, Principles of	50	3	MKT 2220

Professional Certification Exams

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

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

Professional Legal Secretary Exam	OAD 1120	4
	OAD 1130	4
	OAD 2400	4
	OAD 2540	4
Certified Professional Secretary Exam	OAD 1400	4
	OAD 2400	4
	OAD 2800	3
	SOC 1999	3

Course Waivers and Substitutions

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

Marianne, *Community Education*

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's degree or certificate may be earned through military service schools.

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

vocation

Nashville State Tech supports a wide range of programs and activities that help students obtain the knowledge and skills they need for successful careers and productive lives. If a student has completed previous course work or a gained experience through high school and vocational education, the military, or prior work, he or she may be available for advance standing. Students can also take exams for credit.

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 one semester. 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. 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.

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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 at Graduation

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.

Servicemembers Opportunity College (SOC)

Nashville State Tech is a member of Servicemembers Opportunity Colleges (SOC), a consortium of colleges and universities which provides a full range of Associate's, baccalaureate and graduate degrees to military servicemembers, 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.

...oan, *Accounting*

populations

The student population of Nashville State Tech is comprised of representatives from 87 countries with 607 students claiming non-U.S. citizenship. The English as Second Language Program (ESL) provides academic instructions that will enable nonnative speakers of English to pursue higher education.

Along with full-time ESL specialists on staff, the college also provides special assistance for ESL students in the Library's Learning Center. Instruction is also available on a short-term basis for businesses and industries that need ESL training for employees and their supervisors.

Lucas, *Transfer Student in Education*

student **issues**

Phillip, *EET*

orientation

Nashville State Tech's Student Services Department orients students to college life and inspires them to achieve goals. Nashville State Tech offers services that will make students' college experiences more manageable. We offer academic advising, financial aid, tutoring, career counseling, scholarships, and assistance for persons with disabilities.

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.

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.

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.

Students are informed of their rights through the Nashville State Tech Student Handbook.

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.

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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 615-353-3233.

English as a Second Language (ESL)

Students who speak English as a second language may receive special assistance in the Learning Center and from full-time ESL specialists on staff. Special 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.

Cecilia, *ESL*

translation

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. Helpful Web links are provided on the Nashville State Tech home page at www.NashvilleStateTech.org Click on *New and Returning Students* and then click on *Financial Aid.* Students may also inquire at the Financial Aid Office regarding individual circumstances that need to be considered when packaging financial aid. 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. Students may also submit a FAFSA application through the Web at http://www.fafsa.ed.gov. Doing so will reduce processing time by 7 to 14 days. The application is edited automatically, thus reducing mistakes. Students should include Nashville State Tech as a recipient of their information when completing Step 6 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 s 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 2001–02 award year may be required to obtain a Financial Aid Transcript from all schools attended during the 2001–02 award year whether or not

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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 2001–02 is expected to be $3,750, the minimum yearly grant is expected to be $400 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 $300 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 2000–01 was $726.

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 minimally complete the FAFSA, the Nashville State Tech Loan Information Worksheet, and a Nashville State Tech Financial Aid Application. 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, the Nashville State Tech Loan Information Worksheet, and Nashville State Tech Financial Aid Application. 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 2001–02 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 2000–01 academic year. It should be noted that the cost of registration fees during the 2000–01 academic year (total for two semesters) for a full-time, in-state student was $1,419 including the technology access fee. The average allowance for books and supplies for the same period was $800.

- Cost of Attendance*........................$5,677

  (less)Expected Family Contribution .. 200

  Need for Financial Aid $5,477

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

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

Federal Pell Grant................................$3,150

Federal Supplemental Education Grant........600

Tennessee Student Assistance Award 702

Total Award...$4,452

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 $1,025 ($5,477 "need" less $4,452 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, WIA, Vocational Rehabilitation, they should be prepared to pay their registration fees at the point they register. Students should be prepared to purchase books and supplies.

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Disbursement of Federal/State Funds

If students' Federal Pell Grant, FSEOG, TSAA, and scholarship awards exceed the amount owed for registration fees, they will receive a residual check approximately four weeks into the semester at our Business Office. Enrollment status at the point payment is authorized by the Financial Aid Office will determine the amount of the award. Example: If a student is enrolled in 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 at the point Title IV funds were authorized to the student's account, an overpayment may exist. In such cases, the student will be billed for the overpayment.

Overpayments

Overpayments occur for several reasons. In some cases, students receive financial aid assistance in an amount that exceeds their "need" for financial aid. In other cases, students are inadvertently overpaid Federal Pell Grant funds. No matter what the reason, overpayments must be resolved. In most cases, Nashville State Tech is able to resolve overpayments by reducing awards for subsequent semesters during the same award year. The Financial Aid Office will notify the student of an amount that must be repaid to a specific program. If the overpayment cannot be resolved by reducing subsequent awards during the same award year, students will be required to make immediate repayment. If the overpayment is due to student error, and if the student fails to repay the overpayment, the student will be ineligible for future financial aid assistance at all post-secondary schools. If the error is a result of fraud, it will be reported to the Office of the Inspector General. If the overpayment is a result of institutional error and if

the student has not made repayment by the close of the award year, 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 implemented 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 replaced our prior Refund/Repayment Policy. A copy of our new policy and procedure is available in the Financial Aid Office. It should be noted that this new policy is only applicable to Title IV recipients. The 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

Amount of Title IV
refunded to student $2,300.00

Percentage Earned: 40%

Amount Earned $1,200.00

Percentage Unearned: 60%

Amount Unearned: $1,800.00

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

Using this scenario, 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.

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.

CONNECT PROGRAM SCHOLARSHIP: The CONNECT Program, funded by a grant from the National Science Foundation, provides academic, financial and social support for up to thirty women and/or minorities studying engineering or computer technology at Nashville State Tech. Applicants must be a US citizen, national or alien admitted as a refugee. A financial need, defined as eligibility for U.S. Department of Education Pell Grant, is also required. Awards will cover in-state tuition and required registration fees, along with an allowance for books and supplies for up to two academic years. For more information or application, call 353-3448, 353-3233, or 353-3225 or visit www.NashvilleStateTech.org/foundation/connect.

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's 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 of award of $500 during the Fall Semester of 2001. The priority date to make application for the scholarship is May 1 preceding each award year.

NASHVILLE TECH FOUNDATION SCHOLARSHIP:
Applicants must be enrolled at least half-time in an Associate's 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 FAFSA and have a demonstrated "need" for financial aid but cannot be eligible to receive the Federal Pell Grant. Recipients will receive $800 for the award year ($400 per semester). The priority date to make application for the scholarship is May 1 preceding each award year.

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

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's degree program. Applicants must have graduated from high school with a minimal 3.0 G.P.A. and must have a minimal ACT composite of 24 or a minimal SAT combined verbal and math score of 1120. Letters of recommendation and a statement of educational and career goals are also required. The scholarship will cover required in-state registration fees (maintenance fee and technology

access fee) and $400 per semester allowance for books/supplies. If recipients maintain eligibility requirements, the scholarship is automatically renewed for up to a total of five semesters (excluding summer sessions) or until an Associate's degree is earned, whichever comes first. The priority date to make application for the scholarship is April 1 preceding each award year.

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

OTHER SCHOLARSHIPS: As additional scholarships become available, they are posted in the student newsletter *TakeOne!*. 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 for students. For further information contact Diane Wood 615-353-3720 in L-106A.

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, who 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 Ellingson at 615-353-3257, room D-26 in the Student Services Building for the name of your local certifying agency. The grant applies to Associate's 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.

Career Exploration Center

The Career Exploration Center provides currently enrolled NSTI students and alumni with resources to perform self-guided career exploration. These resources will include computer-based personality and interest testing as well as written resource materials.

The Career Exploration Center focuses on defining career goals. The Center has access to computer Websites and written materials in the areas of college transfer information, career exploration, and personality testing.

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.

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.

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.

Library

The Nashville State Tech Library enhances and facilitates learning. The Library is fully automated, with an online 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, the Center offers make-up testing, assesses Nashville State Tech students for course placement, and administers the ACT residual test and CLEP testing. **No children are allowed in the Testing Center.**

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.

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, tutorials in mathematics, science, reading, 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.

celebration

Nashville State Tech has various activities to fit students' interests. These activities build teamwork and enhance student involvement on campus. Fall Fest, Spring Fling, Unity Luncheon, and the International Festival are just a few of the activities that are available.

Patrycia, *Visual Communications*

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, 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.

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.

Student Ambassadors

Student Ambassadors represent the college both on and off campus through participation in recruiting, academic services, and public relations. Student Ambassadors serve as advocates of NSTI through these public relations and admissions support duties.

Student Ambassadors are as diverse as the student body of NSTI. To be eligible, a student must have a 2.5 GPA, be free of any disciplinary action by the college, have an outgoing and energetic personality, and have a strong sense of community and desire to support the mission of Nashville State Tech. Members are selected through an application and interview process at the end of each spring semester. For more information contact Tabitha Vires-Swearingen at 615-353-3265.

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.

René, *English*
Student Ambassadors President

organizations

Students can get more of college then just a degree by becoming involved with on-campus clubs or organizations. Some of these clubs include Black Student Organization, Campus Crusade for Christ, Student Government Association, Phi Theta Kappa, and Toastmasters International.

Cindy, *OAD Medical*

expenses & business
regulations

occupation • re
graduation • occupation
education
determination
education • registration • occupation • graduation
determination • graduation

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) – $56 per credit hour, maximum of $647 per semester

Tuition/Out-of-State Students (subject to change) – $224 per credit hour ($56 fee plus $168 tuition), maximum of $2,585 per semester ($647 fee plus $1,938 tuition) in the academic year.

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

    Part time..........................$28.00 per credit hour

    Maximum ....$45.00 per semester

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

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

    CEU refer to Special Interest Courses Brochure

    *Credit by Examination..............................$75.00

*See page 32 for more information.

For more information, call 615-353-3310.

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

Other Fees

Application Fee, non-refundable $5.00

Deferred Payment Service Fee..................$10.00

Deferred Payment Late Fees $25.00

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

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

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

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

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

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

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

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

Senior Citizens and Students With Disabilities

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

Persons 65 years of age or older who live in Tennessee or totally disabled persons may enroll for credit as special students for a fee equal to 50 percent of the semester hour rate, not to exceed a maximum of $45.00 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 (CEUs) are not waived or reduced.

Nashville State Tech is a college that is richly diverse in age and race, as well as educational and professional goals. There are great opportunities for older students who are interested in learning new concepts of arts, sciences, special interests, and technology.

Kay, *Photography*

State Employee Fee Waivers

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

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

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

Deferred Payment Program

All students owing a balance greater than $250 who are in good financial standing and with no outstanding balances from previous terms are eligible to participate in the deferred payment program. This program allows the student to defer payment of up to 50% of the maintenance fee, out-of-state tuition and technology access fee into two monthly payments during the term. Fees can be deferred during fall and spring semester only. A deferral fee of $10.00 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 cancelled by the college.............100%*

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

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

After 25% period 0%

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

  * A 100% refund will be provided on behalf of a student whose death occurs during the semester.

  * A 100% refund will be provided to students who are compelled by the college to withdraw.

  * A 100% refund will be provided, upon submission of required forms, to students absent from the college in excess of 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.

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 in such a manner that it will be clearly visible from the rear of the vehicle. Vehicles so registered must be parked as directed. Students should park in the designated lot and park each vehicle so that it is headed into the parking place with the decal exposed to the traffic lanes. No vehicles are to be parked in the road or on the shoulders of the road. Any vehicle improperly parked may be towed away at the owner's expense. The speed limit on campus is 15 m.p.h. Pedestrians are entitled to the right of way but should exercise caution and courtesy so as not to impede the orderly flow of traffic. Special parking areas are provided for students with disabilities. Disabled parking is governed by the laws of the State of Tennessee. Parking for students enrolled in special courses will be regulated as specified in the course announcement.

Appeal Process

1. Traffic fines:

   a. Traffic fines may be appealed to the Traffic Committee.

   b. Appeal forms may be obtained from Security in Room A-70A.

   c. For detailed information, refer to the Traffic & Parking Regulations brochure.

2. Other fees, charges, refunds:

   a. Appeals must be in written form and addressed to the Dean of Students.

   b. Forms are available in the Office of the Vice President of Finance and Administrative Services, room W-35.

   c. The Vice President of Finance and Administrative Services will prepare a written response to the appeal. If the response is negative, the reason will be so stated.

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."

Cashanda, *Occupational Therapy Assistant Technology*

academic program
descriptions

Architectural Engineering Technology

Associate of Applied Science

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, 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

English			Class	Lab	Credits
ENGL	1010	English Composition I	3	0	3
ENGL	2112	Report Writing	3	0	3
SPCH	1010	Speech	3	0	3
	or				
SPCH	1020	Fundamentals of Speech Communication	3	0	3
Humanities Elective					
		Humanities Elective	3	0	3
Mathematics					
MATH	1045	Technical Math I	4	0	4
MATH	1055	Technical Math II	4	0	4
Physics					
PHYS	1015	Applied Physics I	3	2	4
		and one of the following:			
BIOL	1025	Biology I	3	2	4
	or				
BIOL	2115	Environmental Science	3	2	4
	or				
GEOL	1215	Environmental Geology	3	2	4
	or				
CHEM	1110	General Chemistry I	3	2	4
Social Sciences Elective					
		Social Sciences Elective	3	0	3
Computer-Aided Drafting					
CAD	1100	Technical Graphics	0	4	2
CAD	1200	Computer-Aided Drafting I	1	4	3
CAD	1300	Computer-Aided Drafting II	0	6	3
Civil Engineering Technology					
CIT	1220	Materials and Methods of Construction	3	0	3
CIT	2110	Structural Mechanics	3	0	3
Architectural Engineering Technology					
ACT	1161	Residential Drafting and Construction	2	6	4
ACT	1341	Commercial Drafting and Codes	1	6	3
ACT	1391	History of Architecture	3	0	3
ACT	2160	Building Utilities	3	0	3
ACT	2241	Advanced Architectural Drafting	1	5	3
ACT	2440	Specifications and Estimating	2	2	3
Technical Electives (9 credit hours)					
ACT	2122	Architectural Presentations	0	6	3
CIT	2300	Site Design	1	6	3
CAD	2113	3-D AutoCAD & Modeling	2	2	3
CIT	2114	Construction Management	3	0	3
CIT	2130	Surveying I	2	3	3
CIT	2400	Structural Design	3	0	3

Total Required – Associate's Degree 73

<div style="text-align:center">

RECOMMENDED FULL-TIME SCHEDULE
FIRST YEAR

</div>

Fall Semester			**Cr.**
ENGL	1010	English Composition I	3
MATH	1045	Technical Math I	4
ACT	1161	Residential Drafting and Construction	4
CAD	1200	Computer-Aided Drafting I	3
CAD	1100	Technical Graphics	2

Spring Semester

MATH	1055	Technical Math II	4
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

<div style="text-align:center">

SECOND YEAR

</div>

Fall Semester			**Cr.**
ENGL	2112	Report Writing	3
PHYS	1015	Applied Physics I	4
ACT	2160	Building Utilities	3
ACT	2241	Advanced Architectural Drafting	3
CIT	2110	Structural Mechanics	3
		Technical Elective	3

Spring Semester

SPCH	1010	Speech	3
	or		
SPCH	1020	Fundamentals of Speech Communication	3
ACT	2440	Specifications and Estimating	3
		Humanities Elective	3
		Technical Electives	6
		Natural Sciences Elective	4

<div style="text-align:center">

RECOMMENDED PART-TIME SCHEDULE
FIRST YEAR

</div>

Fall Semester

ENGL	1010	English Composition I	3
CAD	1100	Technical Graphics	2

Spring Semester

MATH	1045	Technical Math I	4
ACT	1161	Residential Drafting and Construction	4

Summer Semester

CAD	1200	CAD I	3
		Social Sciences Elective	3

<div style="text-align:center">

SECOND YEAR

</div>

Fall Semester

MATH	1055	Technical Math II	4
ACT	1341	Commercial Drafting & Codes	3

Spring Semester

ENGL	2112	Report Writing	3
CAD	1300	CAD II	3

Summer Semester

		Humanities Elective	3
ACT	1391	History of Architecture	3

<div style="text-align:center">

THIRD YEAR

</div>

Fall Semester

CIT	1220	Materials and Methods of Construction	3
		Technical Elective	3

Spring Semester

ACT	2241	Advanced Architectural Drafting	3
CIT	2110	Structural Mechanics	3

Summer Semester

ACT	2160	Building Utilities	3
PHYS	1015	Applied Physics I	4

<div style="text-align:center">

FOURTH YEAR

</div>

Fall Semester

		Technical Elective	3
SPCH	1010	Speech	
	or		
SPCH	1020	Fundamentals of Speech Communication	3

Spring Semester

		Natural Science Elective	4
		Technical Elective	3

Summer Semester

ACT	2440	Specifications & Estimating	3

General education course requirements are listed on page 125.

Cooperative Education work experience in Architectural Engineering Technology can be an important addition to a student's formal classroom work. Co-op courses maybe used as technical electives. All Co-op work must have department head approval. The Career Employment Center will provide the correct course numbers. Students participating in Cooperative Education are encouraged to work a minimum of two terms. See page 117 for more information.

Architectural Engineering Technology

Automotive Service Technology

Associate of Applied Science

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

English		Class	Lab	Credits
ENGL 1010	English Composition I	3	0	3
SPCH 1111	Speech	3	0	3
Humanities Elective				
	Humanities Elective	3	0	3
Mathematics				
MATH 1045	Technical Math I	5	0	5
Physics				
PHYS 1015	Applied Physics I	3	3	4
PHYS 1025	Applied Physics II	3	3	4
Social Sciences Elective				
	Social Sciences Elective	3	0	3
Core Courses				
Automotive Service Technology				
AMT 1110	Automotive Service	1	3	2
AMT 1122	Standard Transmissions/ Drive Lines/Differentials	2	3	3
AMT 1124	Automotive Brakes	2	2	3
AMT 1126	Suspension and Steering	2	2	3
AMT 1310	Automotive Engines	3	4	5
AMT 1320	GM Automotive Engines	2	3	3
AMT 2212	Automatic Transmissions	4	2	5
AMT 2210	Automatic Transmissions II	2	3	3
AMT 2310	Fuel and Emissions	2	3	3
AMT 2320	Automotive Update	1	0	1
AMT 2330	Climate Control	3	2	4
Directed Electives				
ASEP				
EET 1190	GM Automotive Electricity I	3	2	4
EET 1290	GM Automotive Electricity II	2	3	3
EET 2190	GM Advanced Electronics	2	2	3
EET 2290	GM Automotive Computer Systems I	2	3	3
EET 2295	GM Automotive Computer Systems II	2	3	3
ASSET				
AMT 1220	Ford Electrical Systems	3	2	4
AMT 2110	Ford Electronic Systems/ Computers	3	2	4
AMT 2250	Diesel Engine Operations	1	2	2
AMT 2340	Ford Engine Performance	4	4	6
AMT 2360	Ford Automotive Project	2	0	2
ATEP				
AMT 2225	Automotive Engines II	1	2	2
AMT 2345	Engine Performance and Testing	0	2	1
AMT 2350	Developmental Project	2	0	2
EET 1192	Automotive Electricity	3	2	4
EET 2192	Automotive Electronics	3	2	4
EET 2292	Automotive Computer Systems	2	2	3
General Education Elective				

Total Required – Associate's Degree (ASET).66
(ASEP and ATEP)...67

General education course requirements are listed on page 125.

ASEP

FIRST YEAR

Fall Semester   **Cr.**

ENGL	1010	English Composition I	3
MATH	1045	Technical Math I	5
AMT	1110	Automotive Service	2
EET	1190	GM Automotive Electricity I	4
		Co-op	1

Spring Semester

SPCH	1111	Speech	3
AMT	1124	Automotive Brakes	3
AMT	1126	Suspension and Steering	3
		Humanities Elective	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   **Cr.**

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

Spring Semester

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

Summer Semester

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

ASSET

FIRST YEAR

Fall Semester   **Cr.**

MATH	1045	Technical Math I	5
AMT	1110	Automotive Service	2
AMT	1310	Automotive Engines	5
		Co-Op	1

Spring Semester

PHYS	1015	Applied Physics I	4
AMT	1810	Ford Electrical/Electronics	?
		Co-Op	1

Summer Semester

AMT	1124	Automotive Brakes	3
AMT	2330	Climate Control	4
PHYS	1025	Applied Physics II	4
		Co-Op	1

SECOND YEAR

Fall Semester   **Cr.**

ENGL	1010	English Composition I	3
AMT	1126	Suspension and Steering	3
AMT	1122	Standard Transmissions/Drive Lines/ Differentials	3
		Co-Op	1

Spring Semester

AMT	2212	Automatic Transmission	5
SPCH	1111	Speech	3
		Social Sciences Elective	3
		Co-Op	1

Summer Semester

AMT	2340	Engine Performance	6
		Humanities Elective	3

ATEP

FIRST YEAR

Fall Semester   **Cr.**

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

Spring Semester

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

Summer Semester

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

SECOND YEAR

Fall Semester   **Cr.**

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

Spring Semester

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

Summer Semester

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

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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

English		Class	Lab	Credit
ENGL 1010	English Composition I	3	0	3
SPCH 1010	Speech	3	0	3
Humanities				
SPAN 1010	Spanish I	4	0	4
Mathematics				
MATH 1075	Business Mathematics	3	0	3
Natural Science/Mathematics Elective				
	Natural Science or Math Elective	3	0	3
Social Science				
SOCI 2113	Social Psychology	3	0	3
Technical Core				
AIS 1180	Introduction to Microcomputing.	4	0	4
BUS 1113	Introduction to Business	3	0	3
BUS 2111	Organizational Behavior	3	0	3
BUS 2310	Business Ethics	3	0	3
BUS 2400	Principles of Management	3	0	3
BUS 2600	Business Law: Contracts	3	0	3
MKT 2220	Marketing	3	0	3
MKT 1227	Sales Techniques.	3	0	3
Technical Speciality				
BUS 1000	Introduction to Customer Service	3	0	3
PHIL 1000	Critical Thinking and Problem Solving	3	0	3
PSYC 1115	Psychology of Adjustment	3	0	3
SPCH 1112	Fundamentals of Speech Communication	3	0	3
Technical Elective				
BNK, BUS, MKT, ECO Course or Co-op		9	0	9
Total Required – Associate's Degree 65				

General education course requirements are listed on page 125.

Fall Semester   Cr.

PHIL 1000	Critical Thinking and Problem Solving	3
ENGL 1010	English Composition I	3
MATH 1075	Business Mathematics	3
BUS 1000	Introduction to Customer Service	3
PSYC 1115	Psychology of Adjustment	3

Spring Semester

SPCH 1010	Speech	3
	Math Elective	
	or	
	Natural Science Elective	3
BUS 2111	Organizational Behavior	3
BUS 1113	Introduction to Business	3
MKT 1227	Sales Techniques	3
	Co-op Elective	
	or	
	Technical Elective	3

Fall Semester   Cr.

SPCH 1112	Fundamentals of Speech Communication	3
AIS 1180	Introduction to Microcomputing	4
BUS 2600	Business Law	3
BUS 2310	Business Ethics	3
	Co-op Elective	
	or	
	Technical Elective	3

Spring Semester

SOCI 2113	Social Psychology	3
SPAN 1010	Spanish I	4
BUS 2400	Principles of Management	3
MKT 2220	Marketing	3
	Co-op Elective	
	or	
	Technical Elective	3

Fall Semester   Cr.

ENGL 1010	English Composition I	3
BUS 1000	Introduction to Customer Service	3

Spring Semester

PHIL 1000	Critical Thinking and Problem Solving	3
BUS 1113	Introduction to Business	3

Summer Semester

MATH 1075	Business Mathematics	3

Fall Semester   Cr.

PSYC 1115	Psychology of Adjustment	3
MKT 1227	Sales Techniques	3

Spring Semester

BUS 2400	Principles of Management	3
	Natural Science Elective	
	or	
	Math Elective	3

Summer Semester

SPCH 1010	Speech	3

Fall Semester   Cr.

SPCH 1112	Fundamentals of Speech Communication	3
BUS 2111	Organizational Behavior	3

Spring Semester

SOCI 2113	Social Psychology	3
	Co-op Elective	
	or	
	Technical Elective	3

Summer Semester

AIS 1180	Introduction to Microcomputing	4

Fall Semester   Cr.

SPAN 1010	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 117 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

English			Class	Lab	Credits
ENGL	1010	English Composition I	3	0	3
SPCH	1010	Speech	3	0	3
Humanities Elective					
		Humanities Elective	3	0	3
Mathematics					
MATH	1075	Business Mathematics	3	0	3
Natural Science/Mathematics Elective					
		Natural Science **or** Math Elective	3	0	3
Social Science					
		Social Sciences Elective	3	0	3
Technical Core					
ACC	1104	Principles of Accounting I	4	0	4
ACC	1105	Principles of Accounting II	4	0	4
AIS	1138	Microcomputer Software for Business	4	0	4
AIS	1180	Introduction to Microcomputing	4	0	4
BUS	1000	Introduction to Customer Service	3	0	3
BUS	2111	Organizational Behavior	3	0	3
BUS	2600	Business Law: Contracts	3	0	3
ECO	1111	Principles of Macroeconomics	3	0	3
MKT	2220	Marketing	3	0	3
Technical Specialty					
BNK	1110	Principles of Banking	3	0	3
BNK	1210	Consumer Lending	3	0	3
BNK	1215	Commercial Bank Management	3	0	3
BNK	2110	Money and Banking	3	0	3
BNK	2115	Negotiable Instruments	3	0	3
BNK	2230	Investment Basics	3	0	3
Technical Elective					
		BUS, MKT, ECO Course	3	0	3
		Total Required – Associate's Degree 70			

RECOMMENDED FULL-TIME SCHEDULE
FIRST YEAR

Fall Semester			Cr.
ENGL	1010	English Composition I	3
MATH	1075	Business Mathematics	3
ACC	1104	Principles of Accounting I	4
BNK	1110	Principles of Banking	3
AIS	1180	Introduction to Microcomputing	4
Spring Semester			
ECO	1111	Principles of Macroeconomics	3
ACC	1105	Principles of Accounting II	4
AIS	1138	Microcomputer Software for Business	4
BNK	1210	Consumer Lending	3
BNK	1215	Commercial Bank Management	3

SECOND YEAR

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

Spring Semester			
SPCH	1010	Speech	3
MKT	2220	Marketing	3
BNK	2115	Negotiable Instruments	3
BNK	2230	Investment Basics	3
		Humanities Elective	3
		Technical Elective	3

RECOMMENDED PART-TIME SCHEDULE
FIRST YEAR

Fall Semester			Cr.
ENGL	1010	English Composition I	3
BNK	1110	Principles of Banking	3

Spring Semester			
BNK	1210	Consumer Lending	3
ECO	1111	Principles of Macroeconomics	3

Summer Semester			
MATH	1075	Business Mathematics	3

SECOND YEAR

Fall Semester			Cr.
ACC	1104	Principles of Accounting I	4
		Social Sciences Elective	3

Spring Semester			
ACC	1105	Principles of Accounting II	4
BNK	1215	Commercial Bank Management	3

Summer Semester			
SPCH	1010	Speech	3
		Humanities Elective	3

THIRD YEAR

Fall Semester			Cr.
		Natural Sciences Elective **or** Math Elective	3
BUS	1000	Introduction to Customer Service	3

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

Summer Semester			
AIS	1180	Introduction to Microcomputing	4
BUS	2111	Organizational Behavior	3

FOURTH YEAR

Fall Semester			Cr.
AIS	1138	Microcomputer Software for Business	4
BNK	2110	Money and Banking	3

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Spring Semester

BNK 2115 Negotiable Instruments.......................................3
MKT 2220 Marketing...3

Summer Semester

Technical Elective 3

Cooperative Education work experience in Business Management (Financial Services Management: Banking) can be an important addition to a student's formal classroom work. Co-op courses, if appropriate, may substitute for technical courses up to 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 117 for more information.

General education course requirements are listed on page 125.

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.

COURSE REQUIREMENTS

		Class	Lab	Credits
English				
ENGL 1010	English Composition I	3	0	3
SPCH 1010	Speech	3	0	3
Humanities				
PHIL 1000	Critical Thinking and Problem Solving	3	0	3
Mathematics				
MATH 1075	Business Mathematics	3	0	3
Natural Science/Mathematics Elective				
	Natural Science or Math Elective	3	0	3
Social Science Elective				
	Social Science Elective	3	0	3
Technical Core				
ECO 1111	Principles of Macroeconomics			
or				
ECO 1121	Principles of Microeconomics	3	0	3
ACC 1104	Principles of Accounting I	4	0	4
ACC 1105	Principles of Accounting II	4	0	4
AIS 1180	Introduction to Microcomputing	4	0	4
AIS 1138	Microcomputer Software for Business	4	0	4
BUS 2600	Business Law: Contracts	3	0	3

Technical Specialty

BUS 1000	Introduction to Customer Service	3	0	3
BUS 1113	Introduction to Business	3	0	3
BUS 2111	Organizational Behavior	3	0	3
BUS 2310	Business Ethics	3	0	3
OAD 1500	Presentation Software	3	0	3
MKT 1227	Sales Techniques	3	0	3
MKT 2220	Marketing	3	0	3
MKT 2221	Consumer Behavior	3	0	3
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

Fall Semester		Cr.
ACC 1104	Principles of Accounting I...................................4
BUS 1113	Introduction to Business......................................3
ENGL 1010	English Composition I 3
MATH 1075	Business Mathematics 3
BUS 1000	Introduction to Customer Service 3

Spring Semester		
ACC 1105	Principles of Accounting II..................................4
ECO 1111	Principles of Macroeconomics	
or		
ECO 1121	Principles of Microeconomics 3
PHIL 1000	Critical Thinking and Problem Solving..................................3
SPCH 1010	Speech 3
MKT 2220	Marketing..3

SECOND YEAR

Fall Semester		Cr.
AIS 1180	Introduction to Microcomputing.........................4
OAD1500	Presentation Software 3
BUS 2310	Business Ethics..3
BUS 2600	Business Law: Contracts 3
MKT 2221	Consumer Behavior 3

Spring Semester		
AIS 1138	Microcomputer Software for Business................4
BUS 2111	Organizational Behavior 3
MKT 1227	Sales Techniques...3
	Natural Science/Mathematics Elective 3
	Social Science Elective..3
	Co-op or Technical Elective 3

RECOMMENDED PART-TIME SCHEDULE
FIRST YEAR

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

SECOND YEAR

Fall Semester — **Cr.**

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

SPCH 1010	Speech	3

THIRD YEAR

Fall Semester — **Cr.**

AIS 1138	Microcomputer Software for Business	4
MKT 2221	Consumer Behavior	3

Spring Semester

MKT 2220	Marketing	3
BUS 2111	Organizational Behavior	3
BUS 2310	Business Ethics	3

Summer Semester

	Natural Science or Mathematics Elective	3

FOURTH YEAR

Fall Semester — **Cr.**

MKT 1227	Sales Techniques	3
OAD 1500	Presentation Software	3

Spring Semester

BUS 2600	Business Law: Contracts	3
	Technical Elective	

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, inventory control, and service industry organizations. Typical job titles include, but are not limited to, store/office manager, customer service representative, management trainee, director of sales and marketing, project manager, distribution manager, assistant credit manager, purchasing agent, and assistant personnel manager.

COURSE REQUIREMENTS

English		Class	Lab	Credits
ENGL 1010	English Composition I	3	0	3
SPCH 1010	Speech	3	0	3
Humanities Elective				
	Humanities Elective	3	0	3
Mathematics				
MATH 1075	Business Mathematics	3	0	3
Natural Science/Mathematics Elective				
	Natural Science **or** Math Elective	3	0	3
Social Science				
	Social Sciences Elective	3	0	3
Technical Core				
ECO 1111	Principles of Macroeconomics **or**			
ECO 1121	Principles of Microeconomics	3	0	3
ACC 1104	Principles of Accounting I	4	0	4
ACC 1105	Principles of Accounting II	4	0	4
AIS 1138	Microcomputer Software for Business	4	0	4
AIS 1180	Introduction to Microcomputing	4	0	4
BUS 2111	Organizational Behavior	3	0	3
BUS 2600	Business Law: Contracts	3	0	3
MKT 2220	Marketing	3	0	3
Technical Specialty Requirements				
Banking				
BNK 1210	Consumer Lending	3	0	3
BNK 2110	Money and Banking	3	0	3
Business Management				
BUS 1113	Introduction to Business	3	0	3
BUS 2250	Human Resource Management	3	0	3
BUS 2310	Business Ethics	3	0	3
BUS 2400	Principles of Management	3	0	3
MKT 1227	Sales Techniques	3	0	3
Business or Banking Technical Elective (select **one** course)				
BNK	(any Banking course in addition to required courses)			
BUS 1500	Entrepreneurship	3	0	3
BUS 2311	Leadership	3	0	3
BUS 2240	Personal Money Management	3	0	3
ECO 1111	Principles of Macroeconomics	3	0	3
ECO 1121	Principles of Microeconomics	3	0	3
MKT 2221	Consumer Behavior	3	0	3
	Total Required – Associate's Degree			**70**

RECOMMENDED FULL-TIME SCHEDULE
FIRST YEAR

Fall Semester   **Cr.**

ENGL	1010	English Composition I	3
MATH	1075	Business Mathematics	3
ACC	1104	Principles of Accounting I	4
BUS	1113	Introduction to Business	3
MKT	1227	Sales Techniques	3

Spring Semester

SPCH	1010	Speech	3
ACC	1105	Principles of Accounting II	4
BNK	1210	Consumer Lending	3
ECO	1111	Principles of Macroeconomics **or**	
ECO	1121	Principles of Microeconomics	3
		Natural Sciences Elective **or**	
		Math Elective	3
		Social Sciences Elective	3

SECOND YEAR

Fall Semester   **Cr.**

BUS	2111	Organizational Behavior	3
BNK	2110	Money and Banking	3
BUS	2250	Human Resource Management	3
BUS	2310	Business Ethics	3
BUS	2600	Business Law: Contracts	3
AIS	1180	Introduction to Microcomputing	4

Spring Semester

AIS	1138	Microcomputer Software for Business	4
BUS	2400	Principles of Management	3
MKT	2220	Marketing	3
		Humanities Elective	3
		Technical Elective	3

RECOMMENDED PART-TIME SCHEDULE
FIRST YEAR

Fall Semester   **Cr.**

BUS	2111	Organizational Behavior	3
BUS	1113	Introduction to Business	3

Spring Semester

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

Summer Semester

MATH	1075	Business Mathematics	3

SECOND YEAR

Fall Semester   **Cr.**

ACC	1104	Principles of Accounting I	4
MKT	1227	Sales Techniques	3

Spring Semester

ENGL	1010	English Composition I	3
ACC	1105	Principles of Accounting II	4

Summer Semester

SPCH	1010	Speech	3
		Humanities Elective	3

THIRD YEAR

Fall Semester   **Cr.**

BNK	2110	Money and Banking	3
		Natural Sciences Elective **or**	
		Math Elective	3

Spring Semester

BUS	2310	Business Ethics	3
BUS	2600	Business Law: Contracts	3

Summer Semester

AIS	1180	Introduction to Microcomputing	4
		Social Sciences Elective	3

FOURTH YEAR

Fall Semester   **Cr.**

AIS	1138	Microcomputer Software for Business	4
BUS	2250	Human Resource Management	3

Spring Semester

BUS	2400	Principles of Management	3
MKT	2220	Marketing	3

Summer Semester

		Technical Elective	3

Cooperative Education work experience in Business Management (Small Business Administration Concentration) can be an important addition to a student's formal classroom work. Co-op courses, if appropriate, may substitute for technical courses up to 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 117 for more information.

General education course requirements are listed on page 125.

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 civil, structural, and environmental design drawings; **computer-aided drafters** – who develop maps and design drawings using computers; **estimators** – who prepare quantity and cost estimates for contractors and material suppliers; **laboratory technicians** – who test soil, rock, concrete, and other construction materials; **surveyors** – who perform boundary, topographic, and construction surveys; **inspectors** – who visit the site to test materials and determine if the work is carried out according to plans and specifications; **assistant superintendents** – who assist in checking shop drawings, ordering materials and laying out the structure; and **detailers** – who prepare shop drawings.

With additional experience graduates can assume more responsibility and become party chiefs, chief drafters, project managers, superintendents, and registered land surveyors.

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

English

ENGL	1010	English Composition I	3	0	3
ENGL	2112	Report Writing	3	0	3
SPCH	1010	Speech			
		or			
SPCH	1020	Fundamentals of Speech Communication	3	0	3

Math

MATH	1045	Technical Math I	4	0	4
MATH	1055	Technical Math II	4	0	4

Humanities and Social Science

		Humanities Elective	3	0	3
		Social Sciences Elective	3	0	3

Physics and Natural Science

PHYS	1015	Applied Physics I	3	2	4
		and one of the following:	3	2	4
PHYS	1025	Applied Physics II	3	2	4
		or			
BIOL	1010	Biology I	3	2	4
		or			
BIOL	2115	Environmental Science	3	2	4
		or			
GEOL	1215	Environmental Geology	3	2	4
		or			
CHEM	1110	General Chemistry I	3	2	4

Drafting and CAD

CAD	1100	Technical Graphics	0	4	2
CAD	1200	CAD I	1	4	3
CAD	1300	CAD II	0	6	3

Civil and Construction

CIT	1220	Materials and Methods Construction	3	0	3
CIT	1230	Testing Materials	1	3	2
CIT	2110	Structural Mechanics	3	0	3
CIT	2130	Surveying I	2	0	3
CIT	2300	Site Design with CAD	1	6	3

Other Technologies

ENV	1150	Environmental Tech I	3	0	3
ENV	2250	Environmental Tech II	2	2	3
ACT	2440	Specifications and Estimating	2	2	3

Technical Electives – Total of 9 credit hours required

Co-operative Education – up to 3.0 credits

CIT	2310	Surveying II	2	2	3
CIT	2400	Structural Design	3	0	3
CAD	2113	AutoCAD 3-D & Modeling	2	2	3
CIT	2114	Construction Management	3	0	3

Total Required – Associate's Degree 71

General education course requirements are listed on page 125.

RECOMMENDED FULL-TIME SCHEDULE
FIRST YEAR

Fall Semester   Cr.

MATH	1045	Technical Math I	4
ENGL	1010	English Composition I	3
		Social Sciences Elective	3
		Humanities Elective	3
CAD	1100	Technical Graphics	2
CAD	1200	CAD I	3

Spring Semester

MATH	1055	Technical Math II	4
ENGL	2112	Report Writing	3
CAD	1300	CAD II	3
CIT	1220	Materials and Methods of Construction	3
CIT	1230	Testing Materials	2
ENV	1150	Environmental Tech I	3

SECOND YEAR

Fall Semester

SPCH	1010	Speech	
		or	
SPCH	1020	Fundamentals of Speech Communication	3
PHYS	1015	Applied Physics I	4
CIT	2110	Structural Mechanics	3
CIT	2130	Surveying I	3
ENV	2250	Environmental Tech II	3
		Technical Elective	3

Spring Semester

CIT	2300	Site Design with CAD	3
		Natural Science Elective	4
ACT	2440	Specifications and Estimating	3
		Technical Electives	6

RECOMMENDED PART-TIME SCHEDULE
FIRST YEAR

Fall Semester

ENGL	1010	English Composition I	3
CAD	1100	Technical Graphics	2

Spring Semester

MATH	1045	Technical Math I	4
CIT	1230	Testing Materials	2

Summer Semester

		Social Sciences Elective	3
CAD	1200	CAD I	3

SECOND YEAR

Fall Semester

MATH	1055	Technical Math II	4
ENV	1150	Environmental Tech I	3

Spring Semester

ENGL	2112	Report Writing	3
ENV	2250	Environmental Tech II	3

Summer Semester

CAD	1300	CAD II	3
PHYS	1015	Applied Physics I	4

THIRD YEAR

Fall Semester

CIT	1220	Materials and Methods of Construction	3
CIT	2130	Surveying I	3

Spring Semester

CIT	2110	Structural Mechanics	3
		Technical Elective	3

Summer Semester

ACT	2440	Specifications and Estimating	3
		Humanities Elective	3

FOURTH YEAR

Fall Semester

		Technical Electives	6

Spring Semester

CIT	2300	Site Design with CAD	3
		Natural Science Elective	4

Summer Semester

SPCH	1010	Speech	
		or	
SPCH	1020	Fundamentals of Speech Communication	3

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 may be used as technical electives. All Co-op work must have department head approval. The Career Employment Center will provide the correct course numbers. Students participating in Cooperative Education are encouraged to work a minimum of two terms. See page 117 for more information.

Civil & Construction Engineering Technology

Communications Technology

Associate of Applied Science

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.

It is the intent of the Computer Technologies Department that graduates of the Communications Technology program be able to:

- Function competently in entry-level network technician positions.

- Proficiently use various operating environments to include DOS, Windows, Novell, and UNIX.

- Prepare various network servers to include Novell, Windows NT, UNIX.

- Prepare client workstation software to communicate with network servers.

- Install and configure network interface cards.

- Select and install appropriate cabling systems.

- Install and configure networking equipment to include routers, bridges, gateways, and repeaters.

- Troubleshoot and analyze network hardware and software problems.

- Install, implement, and utilize network management tool and procedures.

- Communicate successfully in a variety of settings using oral and written skills.

- Use concepts taught in general education courses and reinforced in the Communications Technology curriculum.

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

English	Class	Lab	Credits
ENGL 1010 English Composition I	3	0	3
SPCH 1010 Speech	3	0	3
Humanities Elective			
Humanities Elective	3	0	3
Mathematics			
MATH 1610 Finite Math I	3	0	3
MATH 1510 Statistics	3	0	3
Social Sciences Elective			
Social Sciences Elective	3	0	3
Computer Information Systems			
CIS 2215 Basic Programming for Engineering Technology	2	2	3
Electronic Engineering Technology			
EET 1130 Introduction to Electronics	4	2	5
Computer Technology			
CPT 1400 Digital Circuits	2	2	3
CPT 2425 UNIX	3	0	3
Communications Technology			
CTD 1010 Computer Operating System Environment	3	0	3
CMT 1010 Survey of Communications Technology	3	0	3
CMT 1050 Netware Administration I	4	0	4
CMT 1060 CISCO Routers I	4	0	4
CMT 1160 CISCO Routers II	4	0	4
CMT 1170 Windows Administration I	4	0	4
CMT 2040 Novell Networking Technologies	4	0	4
CMT 2350 Windows Administration II	4	0	4
CMT 2130 Applied Networking	4	0	4
Technical Electives			6
Total Required – Associate's Degree 72			

RECOMMENDED FULL-TIME SCHEDULE
FIRST YEAR

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

Spring Semester
MATH 1510 Statistics 3
CMT 1160 Cisco Routers II..4
CMT 1170 Windows Administration I...................................4
CMT 1050 Netware Administration I 4
Humanities Elective 3

SECOND YEAR

Fall Semester   **Cr.**
SPCH 1010 Speech 3
CMT 2040 Novell Networking Technologies.......................4
CMT 2350 Windows Administration II 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   **Cr.**
MATH 1610 Finite Mathematics I..3
CMT 1010 Survey of Communications Technology.............3

Spring Semester
ENGL 1010 English Composition I 3
CMT 1060 Cisco Routers I...4

Summer Semester
CTD 1010 Computer Operating System Environments.......3
Social Science Elective..3

SECOND YEAR

Fall Semester   **Cr.**
MATH 1510 Statistics 3
CMT 1160 Cisco Routers II..4

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

Summer Semester
CMT 1050 Netware Administration I 4
SPCH 1010 Speech 3

THIRD YEAR

Fall Semester   **Cr.**
CMT 2040 Novell Networking Technologies.......................4
CMT 2360 Windows Administration II 4

Spring Semester
EET 1130 Introduction To Electronics................................5

Summer Semester
CPT 1400 Digital Circuits...3
CIS 2215 BASIC Programming for Engineering Technology...3

FOURTH YEAR

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

Spring Semester
CMT 2130 Applied Networking 4
Technical Elective 3

communications

Dennis, *CMT*

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 bases 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

English		Class	Lab	Credits
ENGL 1010	English Composition I	3	0	3
SPCH 1010	Speech	3	0	3
Humanities Elective				
	Humanities Elective	3	0	3
Mathematics				
MATH 1710	College Algebra (Precalculus I)	3	0	3
MATH 1510	Statistics I	3	0	3
Social Sciences Elective				
	Social Sciences Elective	3	0	3
Business Management				
BUS 2310	Business Ethics	3	0	3
Computer Information Systems				
CIS 1030	Program Logic and Design	4	0	4
Computer Accounting and Accounting Information Systems				
ACC 1104	Principles of Accounting I	4	0	4
ACC 1105	Principles of Accounting II	4	0	4
ACC 1200	Payroll Accounting	4	0	4
ACC 2154	Intermediate Accounting I	4	0	4
ACC 2164	Intermediate Accounting II	4	0	4
ACC 2340	Cost and Managerial Accounting		4	0 4
ACC 2350	Taxation	3	0	3
ACC 2380	Microcomputer Accounting Applications	2	2	3
ACC 2740	Auditing	4	0	4
AIS 1138	Microcomputer Software for Business	4	0	4
AIS 1180	Introduction to Microcomputing	4	0	4
AIS 2600	Spreadsheet Problems	2	2	3
AIS 2840	Accounting Information Systems		4	0 4

Total Required – Associate's Degree 74

FIRST YEAR

Fall Semester   **Cr.**

ENGL 1010   English Composition I 3
MATH 1710   College Algebra (Precalculus I) 3
ACC   1104   Principles of Accounting I.................................4
AIS   1180   Introduction to Microcomputing.........................4
            Humanities Elective 3
            Social Sciences Elective 3

Spring Semester

SPCH 1010   Speech 3
MATH 1510   Statistics I..3
CIS   1030   Program Logic and Design 4
ACC   1105   Principles of Accounting II................................4
AIS   1138   Microcomputer Software for Business...............4

SECOND YEAR

Fall Semester   **Cr.**

ACC   2154   Intermediate Accounting I.................................4
ACC   1200   Payroll 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   2340   Cost and Managerial Accounting.......................4
IMPORTANT: Courses should be taken in the sequence indicated
            in order to ensure graduation on schedule.

Fall Semester   **Cr.**

ENGL 1010   English Composition I 3
ACC   1104   Principles of Accounting I.................................4
AIS   1180   Introduction to Microcomputing.........................4

Spring Semester

MATH 1710   College Algebra (Precalculus I) 3
ACC   1105   Principles of Accounting II................................4
AIS   1138   Microcomputer Software for Business...............4

Summer Semester

SPCH 1010   Speech 3

SECOND YEAR

Fall Semester   **Cr.**

ACC   2154   Intermediate Accounting I.................................4
AIS   2600   Spreadsheet Problems.......................................3

Spring Semester

MATH 1510   Statistics I..3
ACC   2164   Intermediate Accounting II................................4

Summer Semester

ACC   2740   Auditing 4

THIRD YEAR

Fall Semester   **Cr.**

ACC   1200   Payroll Accounting...4
AIS   2840   Accounting Information Systems 4

Spring Semester

BUS   2310   Business Ethics..3
ACC   2340   Cost and Managerial Accounting.......................4

Summer Semester

            Humanities Elective 3

FOURTH YEAR

Fall Semester   **Cr.**

CIS   1030   Program Logic and Design 4
ACC   2350   Taxation 3

Spring Semester

ACC   2380   Microcomputer Accounting Applications 3
            Social Science Elective.......................................3

Cooperative Education work experience in Computer
Accounting Technology can be an important addition to a
student's formal classroom work. Co-op courses, if appropriate,
may substitute for technical courses up to 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 117 for more information.

General education course requirements are listed on page 125.

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.

MAINFRAME CONCENTRATION
COURSE REQUIREMENTS

English			Class	Lab	Credits
ENGL	1010	English Composition I	3	0	3
SPCH	1010	Speech	3	0	3
Humanities Elective					
PHIL	1111	Introduction to Ethics	3	0	3
Mathematics					
MATH	1160	Finite Mathematics I	3	0	3
MATH	1510	Statistics	3	0	3
Social Sciences Elective					
		Social Sciences Elective	3	0	3
Computer Accounting Technology					
ACC	1104	Principles of Accounting I	4	0	4
ACC	1105	Principles of Accounting II	4	0	4
Computer Information Systems					
CIS	1010	Introduction to Electronic Data Processing	3	0	3
CTD	1010	Computer Operating System Environment	3	0	3
CIS	1030	Program Logic and Design	4	0	4
CIS	2000	OS/MVS and Assembler Language	4	0	4
CIS	2010	ANS COBOL Programming	4	0	4
CIS	2110	Systems Design and Development	3	0	3
CIS	2030	AS/400 Operation and Control Language	4	0	4
CIS	2130	RPG Programming	3	0	3
CIS	2140	ANS COBOL Applications	4	0	4
CIS	2150	Introduction to CICS Programming	4	0	4
CIS	2160	Data Base Programming	4	0	4
		CIS Elective	3	0	3
CPT	2425	UNIX	3	0	3
Total Required – Associate's Degree 72					

Nashville State Tech offers degrees in computer courses that enable students to prepare client workstation software to communicate with network servers. These courses train students to work immediately in this hot job area upon graduation. Students gain knowledge in this field including voice and data communications, services, networks, and equipment. Along with vital computer operating systems skills, students will possess verbal and written communication skills that allow them to communicate successfully in a variety of settings. Graduates develop a practical business system and gain knowledge of different operating systems and hardware.

MAINFRAME CONCENTRATION
RECOMMENDED FULL-TIME SCHEDULE

FIRST YEAR

Fall Semester   **Cr.**

ENGL	1010	English Composition I	3
MATH	1160	Finite Mathematics I	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

PHIL	1111	Introduction to Ethics	3
ACC	1105	Principles of Accounting II	4
CIS	2000	OS/MVS and Assembler Language	4
CIS	2010	ANS COBOL Programming	4
		Social Sciences Elective	3

SECOND YEAR

Fall Semester   **Cr.**

MATH	1510	Statistics	3
SPCH	1010	Speech	3
CIS	2030	AS/400 Operation and Control Language	4
CIS	2140	ANS COBOL Applications	4

Spring Semester

CIS	2110	Systems Design and Development	3
CIS	2130	RPG Programming	3
CIS	2150	Introduction to CICS Programming	4
CIS	2160	Data Base Programming	4
CPT	2425	UNIX	3

information

Jennifer, *CMT*

RECOMMENDED PART-TIME SCHEDULE
FIRST YEAR

Fall Semester   **Cr.**

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

ENGL	1010	English Composition I	3
MATH	1160	Finite Mathematics I	3

SECOND YEAR

Fall Semester   **Cr.**

ACC	1105	Principles Accounting II	4
CIS	2000	OS/MVS and Assembler Language	4

Spring Semester

CIS	2010	ANS COBOL Programming	4
		Social Sciences Elective	3

Summer Semester

PHIL	1111	Introduction to Ethics	3
		CIS Elective	

THIRD YEAR

Fall Semester   **Cr.**

MATH	1510	Statistics	3
CIS	2140	ANS COBOL Applications	4

Spring Semester

SPCH	1010	Speech	3
CIS	2150	Introduction to CICS Programming	4

Summer Semester

CPT	2425	UNIX	3

FOURTH YEAR

Fall Semester   **Cr.**

CIS	2030	AS/400 Operation and Control Language	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 117 for more information.

General education course requirements are listed on page 125.

MICROCOMPUTER CONCENTRATION
COURSE REQUIREMENTS

English			Class	Lab	Credits
ENGL	1010	English Composition I	3	0	3
SPCH	1010	Speech	3	0	3
Humanities					
PHIL	1111	Introduction to Ethics	3	0	3
Mathematics					
MATH	1160	Finite Mathematics I	3	0	3
MATH	1510	Statistics	3	0	3
Social Sciences Elective					
		Social Sciences Elective	3	0	3
Computer Accounting Technology					
ACC	1104	Principles of Accounting I	4	0	4
ACC	1105	Principles of Accounting II	4	0	4
Computer Information Systems					
CTD	1010	Computer Operating System Environment	3	0	3
CIS	1010	Introduction to Data Processing	3	0	3
CIS	1030	Program Logic and Design	4	0	4
CIS	1130	PASCAL	3	0	3
CIS	2170	Introduction to Web Applications Development	3	0	3
CIS	2217	Visual BASIC	4	0	4
CIS	2220	C Language Programming	4	0	4
CIS	2221	C++ Programming	4	0	4
CIS	2230	Microcomputer Database Programming	4	0	4
CIS	2240	Micro Systems Design Project	3	0	3
CIS	2270	Advanced Web Applications Development	4	0	4
CPT	2425	UNIX	3	0	3
CIS	2218	Advanced Topics in Visual Basic	4	0	4
		or			
CIS	2280	Delphi-Rapid Application Development	4	0	4

Total Required – Associate's Degree 73

RECOMMENDED FULL-TIME SCHEDULE
FIRST YEAR

Fall Semester   **Cr.**

ENGL	1010	English Composition I	3
MATH	1160	Finite Mathematics I	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

PHIL	1111	Introduction to Ethics	3
ACC	1105	Principles Accounting II	4
CIS	1130	PASCAL	3
CIS	2230	Microcomputer Database Programming	4
		Social Sciences Elective	3

SECOND YEAR

Fall Semester   **Cr.**

MATH	1510	Statistics	3
CIS	2170	Introduction to Web Application Development	4
CIS	2220	C Language Programming	4
CIS	2217	Visual Basic	4
CPT	2435	UNIX	3

Spring Semester

SPCH	1010	Speech	3
CIS	2221	C++ Programming	4
CIS	2240	Micro Systems Design Project	3
CIS	2270	Advanced Web Application Development	4
CIS	2218	Advanced Topics in Visual Basic	4
		or	
CIS	2280	Delpi-Rapid Applications Development	4

RECOMMENDED PART-TIME SCHEDULE
FIRST YEAR

Fall Semester   **Cr.**

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

ENGL	1010	English Composition I	3
MATH	1160	Finite Mathematics I	3

SECOND YEAR

Fall Semester   **Cr.**

ACC	1105	Principles of Accounting II	4
CIS	1130	PASCAL	3

Spring Semester

CIS	2230	Microcomputer Database Programming	3
		Social Sciences Elective	3

Summer Semester

PHIL	1111	Introduction to Ethics	3
MATH	1510	Statistics	3

THIRD-YEAR

Fall Semester   **Cr.**

CIS	2220	C Language Programming	4
CIS	2170	Introduction to Web Application Development	4

Spring Semester

CIS	2221	C++ Programming	4
CIS	2270	Advanced Web Application Development	4

Summer Semester

SPCH	1010	Speech	3
CPT	2425	UNIX	3

FOURTH YEAR

Fall Semester   **Cr.**

CIS	2217	Visual BASIC	4

Spring Semester

CIS	2218	Advanced Topics in Visual Basic	4
		or	
CIS	2280	Delphi-Rapid Application Development	4
CIS	2240	Micro Systems Design Project	3

Cooperative Education work experience in Computer Information Systems (Microcomputer Concentration) can be an important addition to a student's formal classroom work. Co-op courses, if appropriate, may substitute for technical courses up to 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 117 for more information.

Greg, Communications Technology

certification

Nashville State Tech is the first college in Tennessee to become an official Novell Education Academic Partner (NEAP). This partnership provides certified computer network training courses for Novell Inc., the world's leading provider of network software. Nashville State Tech also offers Microsoft Certified Systems Engineer Training (MSCE) in partnership with Holistech, a Microsoft Certified Center. This unique partnership allows Nashville State Tech to offer the complete certification for a reduced rate.

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.

NOTES: 1. This requirement may be met by taking MAT 1150 or MAT 2110.

2. This requirement may be met by taking both EET 1110 and EET 1210.

3. Other courses may be substituted for technical electives with the department head or program coordinator approval.

COURSE REQUIREMENTS

English		Class	Lab	Credits
ENGL 1010	English Composition I	3	0	3
SPCH 1010	Speech	3	0	3
SPCH 1112	Fundamentals of Speech Communications	3	0	3
Humanities				
PHIL 1000	Critical Thinking	3	0	3
Mathematics				
MATH 1045	Technical Math I	4	0	4
MATH 1160[1]	Finite Mathematics	3	0	3
Physics				
PSCI 1030	Survey of Physical Science	4	0	4
Social Sciences Elective				
	Social Sciences Elective	3	0	3
Communications Technology				
CMT 1170	Windows Administration I	4	0	4
CMT 1050	560: Netware 5.0 Administration	4	0	4
Computer Technology				
CPT 1400	Digital Circuits	2	2	3
CPT 1500	Microprocessor System Principles	3	0	3
CPT 2300	Microprocessor Controls	2	2	3
CPT 2320	Telecommunications	2	2	3
CTD 1010	Computer Operating System Environment	3	0	3
CPT 2410	Computer Peripherals	2	2	3
CPT 2425	UNIX	3	0	3
CPT 2430	System Troubleshooting	2	4	4
Electronic Engineering Technology				
EET 1130[2]	Introduction to Electronics	4	2	5
Programming Elective				
CIS 2215	BASIC Programming for Engineering Technologies	2	2	3
	or			
CIS 2216	C Language Programming for Engineering Technologies	2	2	3
Technical Electives[3] (3 credits required)				
ART 2510	Instrumentation and Automation Control Devices	3	2	4
CPT 2440	Digital Design/Construction Project	0	2	1
CPT 2450	Advanced UNIX	3	0	3
EET 2110	Industrial Electronics	4	2	5
MET 1013	Technical Drawing	1	2	2
CMT 1010	Survey of Communications Technology	3	0	3

Total Required – Associate's Degree 70

Fall Semester   **Cr.**
ENGL 1010   English Composition I 3
MATH 1045   Technical Math I 4
CTD   1010   Computer Operating System Environment.........3
EET   1130   Introduction to Electronics 5
SPCH 1112   Fundamentals of Speech Communications 3

Spring Semester
MATH 1610   Finite Mathematics I...3
CMT   1170   Windows Administration I...................................4
CPT   1400   Digital Circuits...3
CPT   1500   Microprocessor System Principles......................3
PHIL   1000   Critical Thinking..3

SECOND YEAR

Fall Semester   **Cr.**
SPCH 1010   Speech 3
CPT   2300   Microprocessor System Controls........................3
CPT   2320   Telecommunications 3
CPT   2410   Computer Peripherals 3
CPT   2425   UNIX 3
     Programming Elective 3

Spring Semester
CMT   1050   560: Netware 5.0 Administration.........................4
CPT   2430   System Troubleshooting 4
PSCI   1030   Survey of Physical Science 4
     Technical Elective 3
     Social Sciences Elective 3

Fall Semester   **Cr.**
MATH 1045   Technical Math I 4
CTD   1010   Computer Operating System Environment.........3

Spring Semester
ENGL 1010   English Composition I 3
EET   1130   Introduction to Electronics 5

Summer Semester
MATH 1610   Finite Mathematics I...3

SECOND YEAR

Fall Semester   **Cr.**
CPT   1400   Digital Circuits...3
CPT   1500   Microprocessor System Principles......................3
SPCH 1112   Fundamentals of Speech Communication 3

Spring Semester
CPT   2300   Microprocessor System Controls........................3

Summer Semester
SPCH 1010   Speech 3

THIRD YEAR

Fall Semester   **Cr.**
CMT   1170   Windows Administration I...................................4
PHIL   1000   Critical Thinking..3

Spring Semester
CPT   2410   Computer Peripherals 3
CPT   2425   UNIX 3

Summer Semester
     Social Science Elective..3

FOURTH YEAR

Fall Semester   **Cr.**
PSCI   1030   Survey of Physical Science 4
CPT   2430   System Troubleshooting 4

Spring Semester
CMT   1050   560: Netware 5.0 Administration.........................4
CPT   2320   Telecommunications 3

Cooperative Education work experience in Computer Technology can be an important addition to a student's formal classroom work. Co-op courses, if appropriate, may substitute for technical courses up to 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.

Computer Technology

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 internship assignments, which provide the student an opportunity to develop culinary technique.

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

English		Class	Lab	Credit
ENGL 1010	English Composition I	3	0	3
SPCH 1010	Speech	3	0	3
Humanities Elective				
	Humanities Elective	3	0	3
Mathematics				
MATH 1075	Business Math	3	0	3
Natural Science Elective				
	Natural Science Elective & Lab	3	2	4
Social Sciences Elective				
	Social Sciences Elective	3	0	3
Accounting and Accounting Information Systems				
ACC 1104	Principles of Accounting I	4	0	4
AIS 1180	Introduction to Microcomputing	4	0	4
	or			
AIS 1138	Microcomputer Software for Business	4	0	4
Business Management				
BUS 2111	Human Relations in Business	3	0	3
Technical Specialty				
CUL 1010	Hospitality I	3	0	3
CUL 1015	Sanitation and Safety	2	0	2
CUL 1020	Baking Skills	1	4	3
CUL 1030	Hospitality II: Culinary Supervision	3	0	3
CUL 1040	Culinary I	2	2	3
CUL 1045	Culinary II	1	4	3
CUL 1050	Nutrition & Menu Planning	2	0	2
CUL 2010	Purchasing & Cost Control	3	0	3
CUL 2020	Advanced Baking & Pastry	1	4	3
CUL 2030	Garde Manger & Catering	1	4	3
CUL 2035	Table Service & Beverage Management	1	2	2
CUL 2050	Culinary III	1	4	3
CUL 2055	International Cuisine	1	4	3
CUL 2210	Internship I	0	0	1.5
CUL 2220	Internship II	0	0	1.5

Total Required – Associate's Degree 69

Fall Semester   **Cr.**

CUL	1015	Sanitation & Safety	2
CUL	1010	Hospitality I	3
CUL	1040	Culinary I	3
ENGL	1010	English Composition I	3
MATH	1075	Business Mathematics	3
AIS	1180	Introduction to Microcomputing	4
		or	
AIS	1138	Microcomputer Software for Business	4

Spring Semester   **Cr.**

CUL	1045	Culinary II	3
CUL	1020	Baking Skills	3
CUL	1050	Nutrition & Menu Planning	2
CUL	1030	Hospitality II: Culinary Supervision & Management	3
SPCH	1010	Speech	3
		Natural Science elective	4

Summer Semester   **Cr.**

CUL	2210	Internship I	1.5

SECOND YEAR

Fall Semester   **Cr.**

CUL	2050	Culinary III	3
CUL	2020	Advanced Baking & Pastry	3
CUL	2010	Purchasing & Cost Control	3
ACC	1104	Accounting I	4
		Humanities Elective	3

Spring Semester   **Cr.**

CUL	2055	International Cuisine	3
CUL	2035	Table Service & Beverage Management	2
CUL	2030	Garde Manger & Catering	3
		Social Sciences Elective	3
BUS	2111	Human Relations in Business	3
CUL	2220	Internship II	1.5

General education course requirements are listed on page 125.

Kim, *Culinary Science*

preparation

Nashville State Tech's Culinary Science degree prepares students with the ability to think creatively and work effectively in team environments. Along with cooking techniques and food preparation and presentation, students also learn the business aspect of the culinary profession.

The Culinary and Community Education departments regularly host the **Professional Chefs Series** which is open to the community. Attendees are able to learn tips and techniques from notable area professional chefs and taste the results of their prepartions.

77

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 if they choose 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

English		Class	Lab	Credit
ENGL 1010	English Composition I	3	0	3
SPCH 1010	Speech	3	0	3
or				
SPCH 1112	Fundamentals of Speech Communications	3	0	3
Humanities				
	Humanities Elective	3	0	3
Mathematics				
	Math Elective	3	0	3
Natural Sciences				
	Natural Sciences or Biology or Sciences with lab	3	2	4
	Social Sciences Elective	3	0	3
	General Electives			6
(English 1020 - Composition II strongly recommended)				

Early Childhood		Class	Lab	Credit
ECED 1010	Introduction to Early Childhood Education	2	0	2
ECED 1020	Foundations of Early Childhood Development	3	0	3
ECED 2010	Safe, Healthy Learning Environments	3	0	3
ECED 2020	Infant, Toddler, Child Development	3	0	3
ECED 2040	Family Dynamics and Community Involvement	3	0	3
ECED 2050	Psychomotor Development	3	0	3
ECED 2060	Development of Exceptional Children	3	0	3
ECED 2070	Developmental Assessment	3	0	3
ECED 2130	Practicum	1	2	3
ECED 2140	Clinical	1	2	3
Guided Electives				6
Total Curriculum Hours 60				

Guided Electives (a total of 6 credit hours required)

		Class	Lab	Credit
ECED 2030	Infant and Toddler Care	3	0	3
ECED 2090	Creative Development	3	0	3
ECED 2100	The Mentoring Teacher	3	0	3
ECED 2110	Advanced Learning Environments	3	0	3
ECED 2120	Administration of Child Care Centers	3	0	3

RECOMMENDED FULL-TIME SCHEDULE
FIRST YEAR

Fall Semester		**Cr.**
ENGL 1010	English Composition I	3
ECED 1010	Introduction to Early Childhood Education	2
BIOL	Biology/Laboratory Sciences	4
SPCH 1010	Speech	
or		
SPCH 1112	Fundamentals of Speech Communication	3
ECED 2010	Safe, Healthy, Learning Environments	3

Spring Semester		**Cr.**
ENGL 1020	English Composition II	3
MATH	Math Elective	3
ECED 1020	Foundations of Early Childhood	3
SOCI/PSYC	Social/Behavioral Science	3
ECED 2020	Infant, Toddler, Child Development	3

SECOND YEAR

Fall Semester		**Cr.**
ECED 2040	Family Dynamics and Community Involvement	3
ECED 2050	Psychomotor Development	3
ECED 2130	Practicum	3
	Humanities Elective	3
	General Ed. Elective	3

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

RECOMMENDED PART-TIME SCHEDULE
FIRST YEAR

Fall Semester		**Cr.**
ENGL 1010	English Composition I	3
ECED 1010	Introduction to Early Childhood Education	2

Spring Semester		**Cr.**
ENGL 1020	English Composition II	3
ECED 2010	Safe, Healthy Learning Environments	3

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

SECOND YEAR

Fall Semester		**Cr.**
ECED 2040	Family Dynamics and Community Involvement	3
SPCH 1010	Speech	
or		
SPCH 1112	Fundamentals of Speech Communication	3

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

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

THIRD YEAR

Fall Semester		**Cr.**
ECED 2130	Practicum	3
	Humanities Elective	3

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

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

FOURTH YEAR

Fall Semester		**Cr.**
ECED 2140	Clinical	3
ECED	Guided Elective	3

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

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 REQUIREMENTS

English		Class	Lab	Credits
ENGL 1010	English Composition I	3	0	3
SPCH 1010	Speech	3	0	3
Humanities Elective				
	Humanities Elective	3	0	3
Mathematics				
MATH 1045	Technical Math I	4	0	4
MATH 1055	Technical Math II	4	0	4
Physics				
PHYS 2010	Non-Calculus-based Physics I	3	3	4
PHYS 2020	Non-Calculus-based Physics II	3	3	4
Social Sciences Elective				
	Social Sciences Elective	3	0	3
Computer-Aided Drawing				
CAD 1100	Technical Graphics	0	4	2
Computer Information Systems				
CIS 2215	BASIC Programming for Engineering Technologies	2	2	3
Computer Technology				
CPT 1400	Digital Circuits	2	2	3
Electronic Engineering Technology				
EET 1100	Technical Orientation	2	2	3
EET 1110	Electric Circuits	4	2	5
EET 1210	Electronic Circuits	4	2	5
EET 1220	Transformers/Rotating Machines	2	2	3
EET 2020	Industrial Control Systems	3	2	4
EET 2600	Automatic Control Systems	3	2	4
EET 2640	Power Distribution	3	2	4
EET 2660	Electrical Design Project	0	2	1
Technical Electives (5 credits required)				
EET 2110	Industrial Electronics	4	2	5
EET 2215	Introduction to Fiber Optics	2	2	3
CAD 1200	CAD I	1	4	3
CMT 2030	Windows 2000 NT	3	0	3
CPT 1500	Microprocessor Systems Principles	3	0	3
CPT 2410	Computer Peripherals	3	3	4
MFG 2010	Hydraulics and Pneumatics	3	2	2
MFG 2710	Intro to Robotics	3	3	4
General Education Elective				
	General Elective	3	0	3
Total Required – Associate's Degree 72				

RECOMMENDED FULL-TIME SCHEDULE
FIRST YEAR

Fall Semester   **Cr.**

ENGL	1010	English Composition I	3
MATH	1045	Technical Math I	4
CIS	2215	BASIC Programming for Engineering Technologies	3
EET	1100	Technical Orientation	3
EET	1110	Electric Circuits	5

Spring Semester

MATH	1055	Technical Math II	4
PHYS	2010	Non-Calculus-based Physics I	4
EET	1210	Electronic Circuits	5
EET	1220	Transformers/Rotating Machines	3
CPT	1400	Digital Circuits	3

SECOND YEAR

Fall Semester   **Cr.**

SPCH	1010	Speech	3
PHYS	2020	Non-Calculus-based Physics II	4
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   **Cr.**

MATH	1045	Technical Math I	4
EET	1100	Technical Orientation	3

Spring Semester

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

Summer Semester

ENGL	1010	English Composition I	3
PHYS	2010	Non-Calculus-based Physics I	4

SECOND YEAR

Fall Semester   **Cr.**

EET	1210	Electronic Circuits	5
CPT	1400	Digital Circuits	3

Spring Semester

MATH	1055	Technical Math II	4
EET	1220	Transformers/Rotating Machines	3

Summer Semester

PHYS	2020	Non-Calculus-based Physics II	4
		Humanities Elective	3

THIRD YEAR

Fall Semester   **Cr.**

EET	2020	Industrial Control Systems	4
CAD	1100	Technical Graphics	2

Spring Semester

EET	2640	Power Distribution	4
		General Elective	3

Summer Semester

SPCH	1010	Speech	3
		Social Sciences Elective	3

FOURTH YEAR

Fall Semester   **Cr.**

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.

Electronic Engineering Technology

Associate of Applied Science

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

			Class	Lab	Credits
English					
ENGL	1010	English Composition I	3	0	3
SPCH	1010	Speech	3	0	3
Humanities Elective					
		Humanities Elective	3	0	3
Mathematics					
MATH	1045	Technical Math I	4	0	4
MATH	1055	Technical Math II	4	0	4
Physics					
PHYS	2010	Non-Calculus-based Physics I	3	3	4
PHYS	2020	Non-Calculus-based Physics II	3	3	4
Social Sciences Elective					
		Social Sciences Elective	3	0	3
Computer Information Systems					
CIS	2216	C Language for Engineering Technologies	2	2	3
Computer Technology					
CPT	1400	Digital Circuits	2	2	3
CPT	1500	Microprocessor Systems Principles	3	0	3
Electronic Engineering Technology					
EET	1100	Technical Orientation	2	2	3
EET	1110	Electric Circuits	4	2	5
EET	1210	Electronic Circuits	4	2	5
EET	2110	Industrial Electronics	4	2	5
EET	2120	Electronic Design Project	0	2	1
EET	2210	Circuit Analysis	1	2	2
EET	2220	Communication Circuits	3	2	4
Technical Electives (5 credits required)					
EET	2230	Network Analysis	0	4	2
EET	2240	Instrumentation	2	2	3
CAD	1100	Technical Graphics	0	4	2
CAD	1200	Computer-Aided Drafting I	1	4	3
MFG	2010	Hydraulics and Pneumatics	2	2	3
CPT	2410	Computer Peripherals	3	3	4
EET	2215	Introduction to Fiber Optics	2	2	3
General Education Elective					
		General Elective	3	0	3

Total Required – Associate's Degree 70

Fall Semester Cr.

ENGL 1010 English Composition I 3
MATH 1045 Technical Math I 4
CIS 2216 C Language for Engineering
Technologies 3
EET 1100 Technical Orientation 3
EET 1110 Electric Circuits...5

Spring Semester

MATH 1055 Technical Math II 4
PHYS 2010 Non-Calculus-based Physics I 4
EET 1210 Electronic Circuits 5
CPT 1400 Digital Circuits...3
Humanities Elective 3

SECOND YEAR

Fall Semester Cr.

SPCH 1010 Speech 3
PHYS 2020 Non-Calculus-based Physics II 4
CPT 1500 Microprocessor Systems
Principles 3
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

Fall Semester Cr.

MATH 1045 Technical Math I 4
EET 1100 Technical Orientation 3

Spring Semester

CIS 2216 C Language for
Engineering Technologies 3
EET 1110 Electric Circuits..5

Summer Semester

ENGL 1010 English Composition I 3
PHYS 2010 Non-Calculus-based Physics I 4

SECOND YEAR

Fall Semester Cr.

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

Spring Semester

MATH 1055 Technical Math II 4
CPT 1500 Microprocessor Systems Principles 5

Summer Semester

PHYS 2020 Non-Calculus-based Physics II 4
Humanities Elective 3

THIRD YEAR

Fall Semester Cr.

EET 2110 Industrial Electronics...5
EET 2120 Electronic Design Project....................................1

Spring Semester

EET 2220 Communication Circuits 4
General Elective 3

Summer Semester

SPCH 1010 Speech 3
Social Sciences Elective 3

FOURTH YEAR

Fall Semester Cr.

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 117 for more information.

General education course requirements are listed on page 125.

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Electronic Engineering Technology

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.*

COURSE REQUIREMENTS

English		Class	Lab	Credits
ENGL 1110	English Composition I	3	0	3
ENGL 2112	Report Writing	3	0	3
SPCH 1010	Speech			
	or			
SPCH 1020	Fundamentals of Speech Communication	3	0	3
Humanities and Social Studies				
	Humanities Elective	3	0	3
Math				
MATH 1045	Technical Math I	4	0	4
MATH 1510	Statistics	3	0	3
Social Sciences Elective		3	0	3
Natural Sciences				
BIOL 2000	Environmental Science	3	2	4
BIOL 2010	Microbiology	3	2	4
CHEM 1010	General Chemistry I	3	2	4
CHEM 1020	General Chemistry II	3	2	4
GEOL 1215	Environmental Geology	3	2	4
Environmental Technology				
ENV 1150	Environmental Tech I	3	0	3
ENV 2250	Environmental Tech II	2	2	3
ENV 2350	Environmental Tech III	3	0	3
Drafting and CAD				
CAD 1100	Technical Graphics	0	4	2
CAD 1200	CAD I	1	4	3
CAD 1300	CAD II	0	6	3
Civil and Construction				
CIT 1230	Testing Materials	1	3	2
CIT 2130	Surveying I	2	3	3
CIT 2300	Site Design with CAD	1	6	3
Technical Electives – Total of 6 credit hours required				
Co-operative Education – up to 3.0 credits				
CIT 1220	Materials and Methods of Construction	3	0	3
ACT 2440	Specifications and Estimating	2	2	3
AIS 1138	MicroComputer Software for Business	4	0	4
CAD 2115	Three-D AutoCAD & Modeling	2	2	3
	Total Required – Associate's Degree.........71			

NASHVILLE
State Tech   2001–2002

RECOMMENDED FULL-TIME SCHEDULE
FIRST YEAR

Fall Semester   **Cr.**

MATH	1045	Technical Math I	4
ENGL	1010	English Composition I	3
		Humanities Elective	3
		Social Science Elective	3
CAD	1100	Technical Graphics	2
CAD	1200	CAD I	3

Spring Semester

MATH	1510	Statistics	3
ENGL	2112	Report Writing	3
BIOL	2000	Environmental Science	4
ENV	1150	Environmental Tech I	3
CAD	1300	CAD II	3
		Technical Elective	3

SECOND YEAR

Fall Semester

SPCH	1010	Speech	
		or	
SPCH	1020	Fundamentals of Speech Communication	3
CHEM	1010	General Chemistry I	4
GEOL	1215	Environmental Geology	4
ENV	2250	Environmental Tech II	3
CIT	2130	Surveying I	3

Spring Semester

BIOL	2010	Microbiology	4
CHEM	1020	General Chemistry II	4
ENV	2350	Environmental Tech III	3
CIT	2300	Site Design with CAD	3
CIT	1230	Testing Materials	2
		Technical Elective	3

RECOMMENDED PART-TIME SCHEDULE
FIRST YEAR

Fall Semester   **Cr.**

MATH	1045	Technical Math I	4
CAD	1100	Technical Graphics	2

Spring Semester

BIOL	2000	Environmental Science	4
MATH	1510	Statistics	3

Summer Semester

ENGL	1010	English Composition I	3
CAD	1200	CAD I	3

SECOND YEAR

Fall Semester

ENV	1150	Environmental Tech I	3
CAD	1300	CAD II	3

Spring Semester

ENV	2250	Environmental Tech II	3
ENGL	2112	Report Writing	3

Summer Semester

		Social Science Elective	3
SPCH	1010	Speech	
		or	
SPCH	1020	Fundamentals of Speech Communication	3

THIRD YEAR

Fall Semester

ENV	2350	Environmental Tech III	3
CIT	1230	Testing Materials	2

Spring Semester

GEOL	1215	Environmental Geology	4
		Technical Elective	3

Summer Semester

		Technical Elective	3
BIOL	2010	Microbiology	4

FOURTH YEAR

Fall Semester

CHEM	1010	General Chemistry I	4
CIT	2130	Surveying I	3

Spring Semester

CHEM	1020	General Chemistry II	4
CIT	2300	Site Design with CAD	3

Summer Semester

		Humanities Elective	3

Cooperative Education work experience in Environmental Technology can be an important addition to a student's formal classroom work. Co-op courses may be used as technical electives. All Co-op work must have department head approval. The Career Employment Center will provide the correct course numbers. Students participating in Cooperative Education are encouraged to work a minimum of two terms. See page 117 for more information

General education course requirements are listed on page 125.

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
COURSE REQUIREMENTS

English		Class	Lab	Credits
ENGL 1010	English Composition	3	0	3
SPCH 1010	Speech	3	0	3
Humanities Elective				
	Humanities Elective	3	0	3
Mathematics				
MATH 1075	Business Mathematics	3	0	3
	Math Elective	3	0	3
Natural Science				
	Natural Science Elective	3	0	3
Social Science				
	Social Science Elective	3	0	3
Business Concentration				**16**
BUS 1113	Introduction to Business	3	0	3
BUS 2310	Business Ethics	3	0	3
BUS 2400	Principles of Mgmt	3	0	3
ECO 1111	Principles of Macroecon.	3	0	3
ACC 1104	Principles of Accounting	4	0	4
Electives				**1-32**

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

or

GTP 1000	General Technology			1-32

Total Required – Associate's Degree 69

TECHNOLOGY CONCENTRATION
COURSE REQUIREMENTS

English		Class	Lab	Credits
ENGL 1010	English Composition	3	0	3
SPCH 1010	Speech	3	0	3
Humanities Elective				
	Humanities Elective	3	0	3
Mathematics				
	Approved Math Electives	6-8	0	6-8
Natural Science				
	Natural Science Elective	3	0	3
Social Science				
	Social Science Elective	3	0	3
Technical Concentration				**14 –16**
Electives				1-32

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

OR

GTP 1000	General Technology			1-32

Total Required-Associate's Degree 69

Cooperative work experience in General Technology (Business or Technical Concentration) can be an important addition to a student's formal classroom work. Co-op courses, if appropriate, may substitute for technical courses up to 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. See page 117 for more information.

General education course requirements are listed on page 125.

contemplation

Jason, *Graphic Design*

Nashville State Tech promotes academic success by creating a supportive collegiate environment that encourages learning and personal growth. We make it easy for students to receive an exceptional education by keeping tuition affordable. Remember college is a once-in-a-lifetime experience. Never think for a moment that you won't be successful in college. You will never regret the hard work that is required to obtain your diploma. It will open doors that otherwise could not be opened.

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 crafts person 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 electrician 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.*

COURSE REQUIREMENTS

English			Class	Lab	Credits
ENGL	1010	English Composition I	3	0	3
SPCH	1010	Speech	3	0	3
Humanities Elective					
		Humanities Elective	3	0	3
Mathematics					
MATH	1045	Technical Math I	4	0	4
MATH	1055	Technical Math II	4	0	4
Natural Science					
PHYS	2010	Non-Calculus-based Physics I	3	3	4
PHYS	2020	Non-Calculus-based Physics II	3	3	4
		or			
BIOL	1010	Biology I	3	2	4
		or			
BIOL	2115	Environmental Science	3	2	4
		or			
GEOL	1215	Environmental Geology	3	2	4
		or			
CHEM	1110	General Chemistry I	3	2	4
Social Science Elective					
		Social Science Elective	3	0	3
Architectural					
ACT	1161	Residential Drafting and Construction	2	6	4
ACT	1341	Commercial Drafting & Codes	1	6	3
ACT	1391	History of Architecture	3	0	3
ACT	2160	Building Utilities	3	0	3
ACT	2241	Advanced Architectural Drafting	1	5	3
ACT	2440	Specifications and Estimating	2	2	3
Drafting and CAD					
CAD	1100	Technical Graphics	0	4	2
CAD	1200	Computer-Aided Drafting I	1	4	3
CAD	1300	CAD II	0	6	3
Civil and Construction					
CIT	1220	Materials and Methods of Construction	3	0	3
CIT	2110	Structural Mechanics	3	0	3
Technical Electives (total 9 credit hours required)					
ACT	2122	Architectural Presentations	0	6	3
CIT	2400	Structural Design	3	0	3
CIT	2130	Surveying I	2	3	3
CIT	2300	Site Design	1	4	3
CAD	2113	Three-D AutoCAD & Modeling	2	2	3
CIT	2114	Construction Management	3	0	3

Total Required – Associate's Degree 68

RECOMMENDED FULL-TIME SCHEDULE
FIRST YEAR

Fall Semester   **Cr.**

ENGL	1010	English Composition I	3
MATH	1045	Technical Math I	5
ACT	1161	Residential Drafting and Construction	4
CAD	1100	Technical Graphics	2
CAD	1200	CAD I	3

Spring Semester

MATH	1055	Technical Math II	4
ACT	1341	Commercial Drafting & Codes	3
ACT	1391	History of Architecture	3
CAD	1300	CAD II	3
CIT	1220	Materials and Methods of Construction	3
		Social Sciences Elective	3

SECOND YEAR

Fall Semester

ENGL	2112	Report Writing	3
PHYS	2010	Non-Calculus-based Physics I	4
ACT	2160	Building Utilities	3
ACT	2241	Advanced Arch. Drafting	3
CIT	2110	Structural Mechanics	3
		Technical Elective	3

Spring Semester

SPCH	1010	Speech	
	or		
SPCH	1020	Fundamentals of Speech Communication	3
		Natural Science Elective	4
ACT	2440	Specs & Estimating	3
		Humanities Elective	3
		Technical Electives	6

RECOMMENDED PART-TIME SCHEDULE
FIRST YEAR

Fall Semester   **Cr.**

MATH	1045	Technical Math I	5
CAD	1100	Technical Graphics	2

Spring Semester

ENGL	1010	English Composition I	3
EET	1130	Introduction to Electronics	5

Summer Semester

CIS		Programming Elective	3
CAD	1200	Computer-aided Drafting I	3

SECOND YEAR

Fall Semester   **Cr.**

PHYS	2010	Non-Calculus-based Physics I	4
		Social Sciences Elective	3
MFG	1120	Machine Tool and CNC Operations	4

Spring Semester

MATH	1510	Statistics	3
MFG	2010	Hydraulics and Pneumatics	3

Summer Semester

		Humanities Elective	3

THIRD YEAR

Fall Semester

SPCH	1010	Speech	3
MFG	1900	Strength of Materials/Statics	4

Spring Semester

MFG	1220	Production, Inventory and Cost Control	3
MFG	2710	Introduction to Automated Systems and Robots	4

Summer Semester

MFG	1500	Work Measurements/Methods	3

FOURTH YEAR

Fall Semester   **Cr.**

MFG	2210	Quality Control	3
MFG	2130	Industrial Safety/Ergonomics	3

Spring Semester

MFG	2110	Plant Layout and Material Handling	3
		Natural Sciences Elective	4

General education course requirements are listed on page 125.

MACHINING CONCENTRATION
COURSE REQUIREMENTS

English			**Class**	**Lab**	**Credits**
ENGL	1010	English Composition I	3	0	3
SPCH	1111	Speech	3	0	3
Humanities Elective					
		Humanities Elective	3	0	3
Mathematics					
MATH	1045	Technical Mathematics	4	0	4
Natural Science					
PHYS	2010	Non-Calculus Based Physics I	3	3	4
Social Sciences Elective					
		Social Sciences Elective	3	0	3
Electronic Engineering Technology					
EET	1130	Introduction to Electronics	4	2	5
EET	2600	Automatic Control Systems	3	2	4
Computer Information Systems					
		Programming Elective	2	2	3
Computer-Aided Drafting					
CAD	1100	Technical Graphics	0	4	2
Computer Technology					
CAT	1400	Digital Circuits	2	2	3
Manufacturing Engineering Technology					
MFG	1120	Machine Tool /CNC Operation	3	2	4
MFG	1130	Machine Tool I	3	3	4
MFG	1230	Machine Tool II	3	3	4
MFG	1330	Machine Tool III	3	3	4
MFG	1900	Strength of Materials/Statics	3	2	4
MFG	2010	Hydraulics & Pneumatics	2	2	3
MFG	2210	Quality Control	2	2	3
MFG	2710	Introduction to Automated Systems and Robots	3	3	4
		Total Required – Associate's Degree			**67**

Manufacturing Engineering Technology

RECOMMENDED FULL-TIME SCHEDULE
FIRST YEAR

Fall Semester   **Cr.**

ENGL 1010	English Composition I	3
MATH 1045	Technical Mathematics	4
EET 1130	Introduction to Electronics	5
	Programming Elective	3
CAD 1100	Technical Drawing	2

Spring Semester

PHYS 2010	Non-Calculus Based Physics I	4
MFG 2010	Hydraulics & Pneumatics	3
	Humanities Elective	3
MFG 1130	Machine Tool I	4
MFG 1900	Strength of Materials/Statics	4

SECOND YEAR

Fall Semester   **Cr.**

SPCH 1111	Speech	3
MFG 1230	Machine Tool II	4
CPT 1400	Digital Circuits	3
MFG 2210	Quality Control	3
	Social Science Elective	3

Spring Semester

MFG 1330	Machine Tool III	4
MFG 1120	Machine Tool & CNC Ops.	4
EET 2600	Automatic Control Systems	4
MFG 2710	Intro. To Auto.Systems	4

RECOMMENDED PART-TIME SCHEDULE
FIRST YEAR

Fall Semester   **Cr.**

MATH 1045	Technical Mathematics I	4
CAD 1100	Technical Graphics	2

Spring Semester

ENGL 1010	English Composition I	3
EET 1130	Introduction to Electronics	5

Summer Semester

	Programming Elective	3
	Humanities Elective	3

SECOND YEAR

Fall Semester   **Cr.**

PHYS 2010	Non-Calculus Based Physics	4
MFG 1120	Machine Tool and CNC Ops.	4

Spring Semester

CPT 1400	Digital Circuits	3
MFG 1130	Machine Tool I	4

Summer Semester

SPCH 1111	Speech	3
	Humanities Elective	3

THIRD YEAR

Fall Semester   **Cr.**

MFG 1230	Machine Tool II	4
EET 2600	Automatic Control Systems	4

Spring Semester

MFG 1330	Machine Tool III	4
MFG 2210	Quality Control	3

Summer Semester

MFG 2010	Hydraulics & Pneumatics	3

FOURTH YEAR

Fall Semester   **Cr.**

MFG 1900	Strength of Materials/Statics	4
	Social Science Elective	3

Spring Semester

MFG 2710	Intro to Automated Systems	4

Cory, *Visual Communications*

consideration

In order to gain a successful, satisfying career, it is necessary to have a high quality education. If you are seeking a career that fulfills your interests and fills your pockets, consider becoming a student at Nashville State Tech. By integrating the latest technological advancements into a broad range of comprehensive programs in business, computer, communications, allied health, and engineering technologies, we prepare students for immediate employment or career advancement. Students will get hands-on training by instructors who are knowledgeable and in tune with what is going on in the real world.

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, Occupational Therapy departments or online at www.NashvilleStateTech.org/occuther. 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.

English		Class	Lab	Credits
ENGL 1010	English Composition I	3	0	3
SPCH 1010	Speech	3	0	3
	or			
SPCH 1112	Fundamentals of Speech Communications	3	0	3
Humanities Elective				
	Humanities Elective	3	0	3
Mathematics Elective				
	Math Elective	3	0	3
Social Sciences				
SOCI 1111	Introduction to Sociology	3	0	3
PSYC 1111	Introduction to Psychology	3	0	3
Biology				
BIOL 1000	Medical Terminology	3	0	3
BIOL 2010	Anatomy & Physiology I	3	2	4
Occupational Therapy				
OTT 1110	OT Theory and Practice I	2	3	3
OTT 1120	Therapeutic Activities	2	3	3
OTT 1170	Interpersonal and Group Skills	3	0	3
OTT 1230	Human Development	4	0	4
OTT 1240	Therapeutic Activities II	1	9	4
OTT 1260	Kinesiology	2	3	3
OTT 2110	OT Theory and Practice II	2	3	3
OTT 2120	Psychosocial Dysfunction	3	0	3
OTT 2130	Treatment of Psychosocial Dysfunction	3	3	4
OTT 2140	Physical Dysfunction	2	0	2
OTT 2150	Treatment of Physical Dysfunction	4	3	5
Contact Hours				**Credits**
OTT 2220	Level II Fieldwork-Psychosocial Dysfunction	320	0	8
OTT 2230	Level II Fieldwork-Physical Dysfunction	320	0	8

Total Required – Associate's Degree 78

Stephanie, *OTA*

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

FIRST YEAR

Fall Semester — Cr.
ENGL 1010 English Composition I 3
BIOL 2010 Anatomy & Physiology I 4
OTT 1110 OT Theory and Practice I* 3
OTT 1120 Therapeutic Activities I......................................3
OTT 1170 Interpersonal and Group Skills..........................3
Math Elective..3

Spring Semester
OTT 1230 Human Development 4
OTT 1240 Therapeutic Activities II* 4
OTT 1260 Kinesiology..3
BIOL 1000 Medical Terminology 3
SPCH 1010 Speech 3
or
SPCH 1112 Fundamentals of Speech Communication 3
Humanities Elective 3

Summer Semester
SOCI 1111 Introduction to Sociology..................................3
PSYC 1111 Introduction to Psychology 3

SECOND YEAR

Fall Semester — Cr.
OTT 2110 OT Theory and Practice II* 3
OTT 2120 Psychosocial Dysfunction....................................3
OTT 2130 Treatment of Psychosocial Dysfunction 4
OTT 2140 Physical Dysfunction...2
OTT 2150 Treatment of Physical Dysfunction....................5

Spring Semester
OTT 2220 Level II Fieldwork-Psychosocial Dysfunction**..8
OTT 2230 Level II Fieldwork-Physical Dysfunction** 8

*This includes a clinical component.

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

accommodation

Occupational Therapy Assistant Technology provides individuals with accommodations for the skills for everyday living. Students acquire the necessary skills to help individuals adapt to the tasks of everyday life. This degree enforces the need for helping individuals learn self-care, structure, and activities for daily living.

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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 completing 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:

		Social Sciences Elective	3 Credits
OAD	1400	Office Procedures with Computer Applications.	4 Credits
OAD	2400	Office Accounting	4 Credits
OAD	2800	Office Management	3 Credits

COURSE REQUIREMENTS

English			Class	Lab	Credits
ENGL	1010	English Composition I	3	0	3
SPCH	1010	Speech	3	0	3
Humanities Elective					
		Humanities Elective	3	0	3
Mathematics					
MATH	1075	Business Mathematics	3	0	3
Natural Sciences/Mathematics Elective					
		Natural Sciences or Math Elective	3	0	3
Social Sciences Elective					
		Social Sciences Elective	3	0	3
Accounting Information Systems					
AIS	1180	Introduction to Microcomputing	4	0	4
Business Management					
BUS	2310	Business Ethics	3	0	3
Office Administration					
OAD	1010	Records and Database Management	4	0	4
OAD	1115	Office Reference Manual Review	4	0	4
OAD	1120	Keyboarding/Speedbuilding	4	0	4
OAD	1220	Beginning Word Processing	4	0	4
OAD	1230	Advanced Word Processing	4	0	4
OAD	1240	Introduction to Desktop Publishing	4	0	4
OAD	1260	Spreadsheet Software for the Administrative Assistant	3	0	3
OAD	1400	Office Procedures with Computer Applications	4	0	4
OAD	1500	Presentation Software	3	0	3
OAD	2400	Office Accounting	4	0	4
OAD	2700	Administrative Transcription	4	0	4
OAD	2800	Office Management	3	0	3
		Total Required – Associate's Degree 70			

Fall Semester			Cr.
ENGL	1010	English Composition I	3
MATH	1075	Business Mathematics	3
AIS	1180	Introduction to Microcomputing	4
OAD	1120	Keyboarding/Speedbuilding	4
		Social Sciences Elective	3

Spring Semester

OAD	1010	Records and Database Management	4
OAD	1115	Office Reference Manual Review	4
OAD	1220	Beginning Word Processing	4
		Humanities Elective	3
		Math Elective or Natural Science Elective	3

Fall Semester			Cr.
OAD	1230	Advanced Word Processing	4
OAD	1260	Spreadsheet Software for the Administrative Assistant	3
OAD	1500	Presentation Software	3
OAD	2400	Office Accounting	4
OAD	2700	Administrative Transcription	4

Spring Semester

SPCH	1010	Speech	3
BUS	2310	Business Ethics	3
OAD	1240	Introduction to Desktop Publishing	4
OAD	1400	Office Procedures with Computer Applications	4
OAD	2800	Office Management	3

Fall Semester			Cr.
ENGL	1010	English Composition I	3
OAD	1120	Keyboarding/Speedbuilding	4

Spring Semester

MATH	1075	Business Mathematics	3
OAD	1115	Office Reference Manual Review	4

Summer Semester

AIS	1180	Introduction to Microcomputing	4

Fall Semester			Cr.
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

Fall Semester			Cr.
OAD	1260	Spreadsheet Software for the Administrative Assistant	3
OAD	2700	Administrative Transcription	4

Spring Semester

OAD	1400	Office Procedures with Computer Applications	4
OAD	1240	Introduction to Desktop Publishing	4

Summer Semester

SPCH	1010	Speech	3

Fall Semester			Cr.
OAD	2400	Office Accounting	4
		Natural Sciences Elective or Math Elective	3

Spring Semester

OAD	2800	Office Management	3
BUS	2310	Business Ethics	3

Summer Semester

		Humanities Elective	3

Cooperative Education work experience in Office Administration (Administrative Concentration) can be an important addition to a student's formal classroom work. Co-op courses, if appropriate, may substitute for technical courses up to 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 117 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:

BUS	2310	Business Ethics	3 credits
OAD	1115	Office Reference Manual Review	4 credits
OAD	1120	Keyboarding/Speedbuilding	4 credits
OAD	1400	Office Procedures with Computer Applications	4 credits

COURSE REQUIREMENTS

English			Class	Lab	Credits
ENGL	1010	English Composition I	3	0	3
SPCH	1010	Speech	3	0	3
Humanities Elective					
		Humanities Elective	3	0	3
Mathematics					
MATH	1075	Business Mathematics	3	0	3
Natural Sciences/Mathematics Elective					
		Natural Sciences or Math Elective	3	0	3
Social Sciences Elective					
		Social Sciences Elective	3	0	3
Accounting Information Systems					
AIS	1180	Introduction to Microcomputing	4	0	4
Business Management					
BUS	2310	Business Ethics	3	0	3

Office Administration

			Class	Lab	Cr.
OAD	1010	Records and Database Management	4	0	4
OAD	1115	Office Reference Manual Review	4	0	4
OAD	1120	Keyboarding/Speedbuilding	4	0	4
OAD	1220	Beginning Word Processing	4	0	4
OAD	1230	Advanced Word Processing	4	0	4
OAD	1260	Spreadsheet Software for the Administrative Assistant	3	0	3
OAD	1400	Office Procedures with Computer Applications	4	0	4
OAD	1500	Presentation Software	3	0	3
OAD	2400	Office Accounting	4	0	4
OAD	2500	Legal Transcription/Procedures I	4	0	4
OAD	2510	Legal Transcription/Procedures II	4	0	4
OAD	2800	Office Management	3	0	3
		Total Required – Associate's Degree 70			

RECOMMENDED FULL-TIME SCHEDULE
FIRST YEAR

Fall Semester			Cr.
ENGL	1010	English Composition I	3
MATH	1075	Business Mathematics	3
AIS	1180	Introduction to Microcomputing	4
OAD	1120	Keyboarding/Speedbuilding	4
		Social Sciences Elective	3

Spring Semester			
OAD	1010	Records and Database Management	4
OAD	1115	Office Reference Manual Review	4
OAD	1220	Beginning Word Processing	4
		Humanities Elective	3
		Natural Sciences Elective or Math Elective	3

SECOND YEAR

Fall Semester			Cr.
OAD	1230	Advanced Word Processing	4
OAD	1260	Spreadsheet Software for the Administrative Assistant	3
OAD	1500	Presentation Software	3
OAD	2400	Office Accounting	4
OAD	2500	Legal Transcription/Procedures I	4

Spring Semester			
SPCH	1010	Speech	3
BUS	2310	Business Ethics	3
OAD	1400	Office Procedures with Computer Applications	4
OAD	2510	Legal Transcription/Procedures II	4
OAD	2800	Office Management	3

RECOMMENDED PART-TIME SCHEDULE
FIRST YEAR

Fall Semester			Cr.
ENGL	1010	English Composition I	3
OAD	1120	Keyboarding/Speedbuilding	4

Spring Semester			
MATH	1075	Business Mathematics	3
OAD	1115	Office Reference Manual Review	4

Summer Semester			
AIS	1180	Introduction to Microcomputing	4

SECOND YEAR

Fall Semester			Cr.
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			Cr.
OAD	1260	Spreadsheet Software for the Administrative Assistant	3
OAD	2500	Legal Transcription/Procedures I	4

Spring Semester			
OAD	2510	Legal Transcription/Procedures II	4
OAD	1400	Office Procedures with Computer Applications	4

Summer Semester			
SPCH	1010	Speech	3

FOURTH YEAR

Fall Semester			Cr.
OAD	2400	Office Accounting	4
		Natural Sciences Elective or Math Elective	3

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 117 for more information.

General education course requirements are listed on page 125.

OFFICE ADMINISTRATION
Medical Concentration

COURSE REQUIREMENTS

			Class	Lab	Credits
Biology					
BIOL	1000	Medical Terminology	3	0	3
BIOL	1004	Basic Anatomy and Physiology	3	0	3
English					
ENGL	1010	English Composition I	3	0	3
SPCH	1010	Speech	3	0	3
Humanities Elective					
		Humanities Elective	3	0	3
Mathematics					
MATH	1075	Business Mathematics	3	0	3

Social Sciences Elective

	Social Sciences Elective	3	0	3

Accounting Information Systems

AIS	1180	Introduction to Microcomputing	4	0	4

Office Administration

OAD	1115	Office Reference Manual Review	4	0	4
OAD	1120	Keyboarding/Speedbuilding	4	0	4
OAD	1220	Beginning Word Processing	4	0	4
OAD	1230	Advanced Word Processing	4	0	4
OAD	2600	Beginning Medical Transcription	4	0	4
OAD	2610	Advanced Medical Transcription	4	0	4
OAD	2620	Medical Office Management and Procedures	4	0	4
OAD	2630*	ICD-CM Coding	4	0	4
OAD	2635*	CPT Coding	3	0	3
OAD	2650*	Medical Insurance	4	0	4
OAD	2660*	Pharmacology	2	0	2
		* or technical elective			

Technical Electives

OAD	1010	Records and Database Management	4	0	4
OAD	1240	Introduction to Desktop Publishing	4	0	4
OAD	1260	Spreadsheet Software for the Administrative Assistant	3	0	3
OAD	1500	Presentation Software	3	0	3
OAD	2400	Office Accounting	4	0	4
		Total Required – Associates Degree 66			

RECOMMENDED FULL-TIME SCHEDULE
FIRST YEAR

Fall Semester   Cr.

ENGL	1010	English Composition I	3
BIOL	1000	Medical Terminology	3
MATH	1075	Business Mathematics	3
AIS	1180	Introduction to Microcomputing	4
OAD	1120	Keyboarding/Speedbuilding	4

Spring Semester

BIOL	1004	Basic Anatomy and Physiology	3
SPCH	1010	Speech	3
OAD	1115	Office Reference Manual Review	4
OAD	1220	Beginning Word Processing	4
		Social Sciences Elective	3

SECOND YEAR

Fall Semester   Cr.

OAD	1230	Advanced Word Processing	4
OAD	2600	Beginning Medical Transcription	4
OAD	2630	ICD-CM Coding	4
		or technical elective	
OAD	2660	Pharmacology	2
		or technical elective	
		Humanities Elective	3

Spring Semester

OAD	2610	Advanced Medical Transcription	4
OAD	2620	Medical Office Management and Procedures	4
OAD	2635	CPT Coding	3
		or technical elective	
OAD	2650	Medical Insurance	4
		or technical elective	

RECOMMENDED PART-TIME SCHEDULE
FIRST YEAR

Fall Semester   Cr.

ENGL	1010	English Composition I	3
OAD	1120	Keyboarding/Speedbuilding	4

Spring Semester

MATH	1075	Business Mathematics	3
OAD	1115	Office Reference Manual Review	4

Summer Semester

AIS	1180	Introduction to Microcomputing	4

SECOND YEAR

Fall Semester   Cr.

BIOL	1000	Medical Terminology	3
OAD	1220	Beginning Word Processing	4

Spring Semester

BIOL	1004	Basic Anatomy and Physiology	3
OAD	1230	Advanced Word Processing	4

Summer Semester

		Social Sciences Elective	3

THIRD YEAR

Fall Semester   Cr.

OAD	2600	Beginning Medical Transcription	4
OAD	2630	ICD-CM Coding	4
		or technical elective	

Spring

OAD	2610	Advanced Medical Transcription	4
OAD	2635	CPT Coding	3
		or technical elective	

Summer

SPCH	1010	Speech	3

FOURTH YEAR

Fall Semester   Cr.

OAD	2650	Medical Insurance	4
		or technical elective	
OAD	2660	Pharmacology	2
		or technical elective	

Spring Semester

OAD	2620	Medical Office Management and Procedures	4
		Humanities Elective	3

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. 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 117 for more information.

General education course requirements are listed on page 125.

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

COURSE REQUIREMENTS

English			Class	Lab	Credits
ENGL	1010	English Composition I	3	0	3
ENGL	2112	Report Writing	3	0	3
SPCH	1010	Speech	3	0	3
		or			
SPCH	1112	Fundamentals of Speech Communication	3	0	3
Humanities					
PHIL	1111	Introduction to Ethics	3	0	3
	or				
SPAN	1010	Spanish I	4	0	4
Mathematics					
MATH	1075	Business Mathematics	3	0	3
Natural Sciences Elective					
		Natural Sciences Elective	3	2	4
Social Sciences Elective					
		Social Sciences Elective	3	0	3
Police Administration					
PST	1000	Introduction to Criminal Justice	3	0	3
PST	1010	Criminal Law and Procedure	3	0	3
PST	1030	Criminal Evidence	3	0	3
PST	1080	Interviewing & Interrogation Techniques	3	0	3
PST	1090	Traffic Accident Investigation	3	0	3
PST	2000	Drug Identification and Effects	3	0	3
PST	2010	Criminal Investigation	3	0	3
PST	2020	Police Firearms and Defensive Tactics	3	0	3
PST	2030	Seminar in Police Science Technology	3	0	3
Technical Electives (select 5 courses)					
AIS	1180	Introduction to Microcomputers	3	0	3
PST	1005	Introduction to Criminology	3	0	3
PST	1020	Police Administration	3	0	3
PST	1040	Unarmed Defensive Tactics	3	0	3
PST	1050	Tactical Shotgun	3	0	3
PST	1060	Basic Surveillance Techniques	3	0	3
PST	1070	Officer Survival	3	0	3
PST	1085	Basic Fingerprinting Pattern I.D.	3	0	3
PST	1095	Tactical Talk	3	0	3
PST	2050	Police Tactical Training (SWAT)	3	0	3
PST	2060	Evidence Photography	3	0	3
PST	2070	Business & Industry Security	3	0	3
PST	2035	Juvenile Procedures	3	0	3
PST	2045	Introduction to Criminalistics	3	0	3
PST	2055	Gangs, Cults, Deviant Movements	3	0	3
General Education Elective (1)					
		General Elective	3	0	3

Total Required – Associate's Degree 67

Fall Semester   **Cr.**

ENGL 1010 English Composition I 3
MATH 1075 Business Mathematics 3
PST 1000 Introduction to Criminal Justice 3
PST 1005 Introduction to Criminology..............................3
PST 1010 Criminal Law and Procedure.............................3
PST 1020 Police Administration...3

Spring Semester

PHIL 1111 Introduction to Ethics 3
       or
SPAN 1010 Spanish I..4
PST 1030 Criminal Evidence 3
       Technical Electives...6
       Natural Sciences Elective & Lab.........................4

SECOND YEAR

Fall Semester   **Cr.**

ENGL 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

SPCH 1010 Speech 3
       or
SPCH 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

English		Class	Lab	Credits
ENGL 1010	Composition I	3	0	3
ENGL 2112	Report Writing	3	0	3
SPCH 1010	Speech	3	0	3
	or			
SPCH 1112	Fundamentals of Speech Communication	3	0	3
Humanities				
PHIL 1111	Introduction to Ethics	3	0	3
	or			
SPAN 1010	Spanish I	4	0	4
Mathematics				
MATH 1075	Business Mathematics	3	0	3
Natural Sciences Elective				
	Natural Sciences Elective	3	2	4
Social Sciences Elective				
	Social Sciences Elective	3	0	3
Corrections Management				
PST 1005	Introduction to Criminology	3	0	3
PST 1015	Survey of Institutional Corrections	3	0	3
PST 1025	Community-Based Corrections	3	0	3

PST	2005	Constitutional Rights of Prisoners	3	0	3
PST	2015	Correctional Management	3	0	3
PST	2025	Probations, Pardons and Parole	3	0	3
PST	2035	Juvenile Procedures	3	0	3
PST	1000	Introduction to Criminal Justice	3	0	3
PST	1010	Criminal Law and Procedure	3	0	3
PST	2000	Drug Identification and Effects	3	0	3
PST	2020	Police Firearms and Defensive Tactics	3	0	3
PST	2030	Seminar in Police Science Technology	3	0	3
Technical Electives (select 2 courses)					
PST	1040	Unarmed Defensive Tactics	3	0	3
PST	1050	Tactical Shotgun	3	0	3
PST	1060	Basic Surveillance Techniques	3	0	3
PST	1070	Officer Survival	3	0	3
PST	1080	Interviewing & Interrogation Techniques	3	0	3
PST	2045	Introduction to Criminalistics	3	0	3
PST	2050	Police Tactical Training (SWAT)	3	0	3
PST	2055	Gangs, Cults, Deviant Movements	3	0	3
PST	2060	Evidence Photography	3	0	3
General Education Elective					
		General Elective	3	0	3

Total Required – Associate's Degree 67

Fall Semester   **Cr.**

ENGL 1010 English Composition I 3
MATH 1075 Business Mathematics 3
PST 1000 Introduction to Criminal Justice 3
PST 1005 Introduction to Criminology..............................3
PST 1010 Criminal Law and Procedure.............................3

Spring Semester

PHIL 1111 Introduction to Ethics 3
       or
SPAN 1010 Spanish I..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   **Cr.**

ENGL 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
       Social Sciences Elective 3

Spring Semester

SPCH 1010 Speech 3
       or
SPCH 1112 Fundamentals of Speech Communication..........3
PST 2020 Police Firearms and Defensive Tactics...............3
PST 2035 Juvenile Procedures...3
       Technical Electives...3
       General Elective 3

General education course requirements are listed on page 125.

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Sign Language Interpreting Technology

Associate of Applied Science

Upon completion of the degree program graduates of this program will demonstrate fluency and proficiency in interpreting American Sign Language and Signed English; demonstrate proficiency in interpreting voice-to-sign and sign-to-voice; understand the ethical implications for interpreters in legal, medical, and business situations; demonstrate knowledge of the interpreter's role in educational settings; be knowledgeable of the psychological and sociological factors of deafness; and be prepared to apply for the written and practical testing process for certification. (N.A.D. National Association for the Deaf certification or R.I.D Registry of Interpreters for the Deaf)

Sign Language/spoken English interpreters are highly skilled professionals. They must be able to listen to another person's words, inflections, and intent and simultaneously render them into the visual language of signs using the mode of communication preferred by the deaf consumer. The interpreter must also be able to comprehend the signs, inflections, and intent of the deaf consumer and simultaneously speak them in articulate, appropriate English. They must understand the cultures, in which they work and apply that knowledge to promote effective cross-cultural communications.

Sign language interpreting is a rapidly expanding field. Schools, government agencies, and private businesses employ interpreters. Part-time, full-time, freelance, and salaried positions are available in Nashville, TN and other cities in Tennessee.

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.*

SIGN LANGUAGE INTERPRETING TECHNOLOGY

COURSE REQUIREMENTS

English			Class	Lab	Credits
ENGL	1010	English Composition I	3	0	3
SPCH	1010	Speech	3	0	3
Humanities Elective					
		Humanities elective	3	0	3
Mathematics					
MATH	1710	College Algebra	3	0	3
Social Sciences Elective					
PSYC	1111	Introduction to Psychology	3	0	3
Computer Science					
AIS	1180	Introduction to Microcomputing	4	0	4
Natural Science					
PSCI	1030	Survey of Physical Science	3	0	3
Technical Core					
ASLT	1002	Fingerspelling	1	0	1
ASLT	1003	Introduction to Interpreting	2	0	2
ASLT	1010	Foundations to Deafness	3	0	3
ASLT	1110	American Sign Language I	3	0	3
ASLT	1120	American Sign Language II	3	0	3
ASLT	1130	American Sign Language III	3	0	3
ASLT	2110	Interactive Interpreting I	2	2	4
ASLT	2120	Interactive Interpreting II	2	2	4
ASLT	2210	Contact Signing I	3	0	3
ASLT	2220	Contact Signing II	3	0	3
ASLT	2300	Educational Signing	3	0	3
ASLT	2310	Sign-To-Voice I	3	0	3
ASLT	2320	Sign-To-Voice II	3	0	3
ASLT	2500	Interpreting Practicum	4	0	4
ASLT	2600	Interpreting Internship	4	0	4

Total Required – Associate's Degree 68

RECOMMENDED FULL-TIME SCHEDULE
FIRST YEAR

Fall Semester			Cr.
ASLT	1110	American Sign Language I	3
ASLT	1002	Fingerspelling	1
PSYC	1111	Introduction to Psychology	3
MATH	1110	College Algebra	3
		Humanities Elective	3
ENGL	1010	English Composition I	3

Spring Semester			
ASLT	1120	American Sign Language II	3
ASLT	1003	Introduction to Interpreting	2
PSCI	1010	Survey of Physical Science	3
AIS	1180	Introduction to Microcomputing	4
SPCH	1111	Speech	3
ASLT	1010	Foundations of Deafness	3

SECOND YEAR

Fall Semester			Cr.
ASLT	2110	Interactive Interpreting I	4
ASLT	1130	American Sign Language III	3
ASLT	2210	Contact Signing I	3
ASLT	2310	Sign/Voice I	3
ASLT	2500	Interpreting Practicum	4

Spring Semester			
ASLT	2120	Interactive Interpreting II	4
ASLT	2300	Educational Interpreting	3
ASLT	2220	Contact Signing II	3
ASLT	2320	Sign/Voice II	3
ASLT	2600	Interpreting Internship	4

RECOMMENDED PART-TIME SCHEDULE
FIRST YEAR

Fall Semester			Cr.
ENGL	1010	English Composition I	3
ASLT	1002	Fingerspelling	1
ASLT	1110	American Sign Language I	3

Spring Semester			
ASLT	1003	Introduction to Interpreting	2
ASLT	1120	American Sign Language II	3

SECOND YEAR

Fall Semester			Cr.
SPCH	1111	Speech	3
ASLT	1130	American Sign Language III	3

Spring Semester			
MATH	1710	College Algebra	3
ASLT	1010	Foundations of Deafness	3

THIRD YEAR

Fall Semester			Cr.
ASLT	2110	Interactive Interpreting I	4
PSYC	1111	Introduction to Psychology	3

Spring Semester			
ASLT	2120	Interactive Interpreting II	4
AIS	1180	Introduction to Microcomputing	4
ASLT	2300	Educational Interpreting	3

FOURTH YEAR

Fall Semester			Cr.
ASLT	2210	Contact Signing I	3
ASLT	2310	Sign-To-Voice I	3

Spring Semester			
ASLT	2220	Contact Signing II	3
ASLT	2320	Sign-To-Voice II	3

FIFTH YEAR

Fall Semester			Cr.
ASLT	2500	Interpreting Practicum	4
PSCI	1010	Survey of Physical Science	3

Spring Semester			
ASLT	2600	Interpreting Internship	4
		Humanities Elective	3

General education course requirements are listed on page 125.

Sign Language Interpreting 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
COURSE REQUIREMENTS

English		Class	Lab	Credits
ENGL 1010	English Composition I	3	0	3
SPCH 1010	Speech	3	0	3
Humanities Elective				
ART 1030	Art Appreciation	3	0	3
Mathematics				
MATH 1075	Business Mathematics	3	0	3
Natural Sciences/Mathematics Elective				
	Natural Sciences or Math Elective	3	0	3
Social Sciences Elective				
	Social Sciences Elective	3	0	3
Photography				
PHO 1110	Basic Photography	3	0	3
Visual Communications				
COM 1110	Introduction to Visual Communications	3	0	3
COM 1111	Graphic Processes and Techniques	3	3	4
COM 1130	Graphic Design I	3	0	3
COM 1150	Type Concepts	3	0	3
COM 1170	Technology for Print Production	3	0	3
COM 1210	Introduction to Electronic Media	3	0	3
COM 1220	Graphic Design II	2	2	3
COM 1230	Introduction to Digital Imaging	2	2	3
COM 2110	Electronic Publishing	3	0	3
COM 2170	Visual Communications Portfolio	3	3	4
COM 2210	Electronic Design and Illustration	3	0	3
COM 2220	Electronic Publishing Practicum	2	2	3
Technical Elective (6 credits required)				
COM 2240	Advanced Digital Imaging for Photographers	3	0	3
COM 2250	Advanced Digital Imaging for Designers	3	0	3
COM 2260	Advanced QuarkXPress Production Techniques	3	0	3
COM 2270	Advanced Computer Illustration Techniques	3	0	3
COM 2330	Introduction to Electronic Prepress	3	0	3
COM 0136	Basic Illustration/ Media Techniques	3	0	3
COM 0137	HTML/Web Language for Mac	3	0	3
General Education Elective				
	General Elective			3

Total Required – Associate's Degree 68

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RECOMMENDED FULL-TIME SCHEDULE
FIRST YEAR

Fall Semester   **Cr.**

ENGL	1010	English 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

SPCH	1010	Speech 3
ART	1030	Appreciation of the Arts 3
COM	1130	Graphic Design I...3
COM	1170	Technology for Print Production 3
COM	2110	Electronic Publishing 3
COM	2210	Electronic Design and Illustration.....................3

SECOND YEAR

Fall Semester   **Cr.**

COM	1230	Introduction to Digital Imaging 3
COM	1220	Graphic Design II 3
MATH	1075	Business Mathematics 3
PHO	1110	Basic Photography 3
		Technical Elective 3
		Social Sciences Elective 3

Spring Semester

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

photo **manipulation**

The Visual Communications program introduces students to the equipment, software, and procedures used in digital, as well as traditional graphic design and photography. In digital imaging classes, students learn the techniques that enable them to capture, manipulate, and store photographic images.

RECOMMENDED PART-TIME SCHEDULE
FIRST YEAR

Fall Semester   **Cr.**

COM	1111	Graphic Processes and Techniques 4
COM	1150	Type Concepts 3

Spring Semester

COM	1110	Introduction to Visual Communications 3
COM	1210	Introduction to Electronic Media 3

Summer Semester

ENGL	1010	English Composition I 3
ART	1030	Art Appreciation...3

SECOND YEAR

Fall Semester   **Cr.**

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   **Cr.**

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   **Cr.**

COM	2220	Electronic Publishing Practicum........................3
		Technical Elective 3

Spring Semester

COM	2170	Visual Communications Portfolio.......................4
SPCH	1010	Speech 3

Summer Semester

MATH	1075	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 117 for more information.

General education course requirements are listed on page 125.

PHOTOGRAPHY CONCENTRATION
COURSE REQUIREMENTS

English		Class	Lab	Credits
ENGL 1010	English Composition I	3	0	3
SPCH 1010	Speech	3	0	3
Humanities				
ART 1030	Art Appreciation	3	0	3
Mathematics				
MATH 1075	Business Mathematics	3	0	3
Natural Sciences/Mathematics Elective				
	Natural Sciences or Math Elective	3	0	3
Social Sciences Elective				
	Social Sciences Elective	3	0	3
Photography				
PHO 1110	Basic Photography	3	0	3
PHO 1115	Photographic Visual Principles	3	0	3
PHO 1170	Business of Photography	3	0	3
PHO 1210	B/W Photography I	2	2	3
PHO 1230	Color Lab Techniques I	2	2	3
PHO 1240	Studio and Lighting Techniques	2	2	3
PHO 1270	Portfolio Practicum	2	2	3
PHO 1310	B/W Photography II	2	2	3
PHO 1320	Color Lab Techniques II	2	2	3
PHO 1350	Advanced Studio & Lighting	3	0	3
PHO 1430	Portrait & Wedding Techniques	3	0	3
PHO 1490	Digital Photography	3	0	3
Visual Communications				
COM 1210	Introduction to Electronic Media	3	0	3
COM 1230	Introduction to Digital Imaging	2	2	3
Technical Elective				
	*Technical Elective	3	0	3
General Education Elective				
	General Elective	3	0	3
	Total Required – Associate's Degree 66			

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

RECOMMENDED FULL-TIME SCHEDULE
FIRST YEAR

Fall Semester Cr.

ENGL 1010	English Composition I	3
ART 1030	Art Appreciation	3
PHO 1110	Basic Photography	3
PHO 1115	Photographic Visual Principles	3
PHO 1170	Business of Photography	3

Spring Semester

SPCH 1010	Speech	3
COM 1210	Introduction to Electronic Media	3
PHO 1210	B/W Photography I	3
PHO 1430	Portrait & Wedding	3
	Social Science Elective	3
	General Elective	3

SECOND YEAR

Fall Semester Cr.

COM 1230	Introduction to Digital Imaging	3
PHO 1230	Color Lab Techniques I	3
PHO 1240	Studio and Lighting Techniques	3
PHO 1310	B/W Photography II	3
	Natural Sciences Elective or Math Elective	3

Spring Semester

MATH 1075	Business Mathematics	3
PHO 1320	Color Lab Techniques II	3
PHO 1350	Advanced Studio & Lighting	3
PHO 1490	Digital Photography	3
PHO 1270	Portfolio Practicum	3
	Technical Elective	3

RECOMMENDED PART-TIME EVENING SCHEDULE
FIRST YEAR

Fall Semester Cr.

PHO 1110	Basic Photography	3
PHO 1115	Photographic Visual Principles	3

Spring Semester

COM 1210	Introduction to Electronic Media	3
PHO 1170	Business of Photography	3

Summer Semester

ENGL 1010	English Composition I	3
ART 1030	Art Appreciation	3

SECOND YEAR

Fall Semester Cr.

PHO 1210	B/W Photography I	3
COM 1230	Introduction to Digital Imaging	3

Spring Semester

PHO 1230	Color Lab Techniques I	3
PHO 1430	Portrait & Wedding	3

Summer Semester

SPCH 1010	Speech	3
	General Elective	3

THIRD YEAR

Fall Semester Cr.

PHO 1310	B/W Photography II	3
PHO 1240	Studio & Lighting Techniques	3

Spring Semester

PHO 1350	Advanced Studio and Lighting Techniques	3
	Social Science Elective	3

Summer Semester

	Natural Sciences Elective or Math Elective	3

FOURTH YEAR

Fall Semester Cr.

MATH 1075	Business Mathematics	3
PHO 1490	Digital Photography	3

Spring Semester

PHO 1320	Color Lab Techniques II	3
	Technical Elective	3

Summer Semester

PHO 1270	Portfolio Practicum	3

Cooperative work experience in Visual Communications (Photography Concentration) can be an important addition to a student's formal classroom work. Co-op courses, if appropriate, may substitute for technical courses up to 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.

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
ENGL 1010	English Composition I	3	0	3
ENGL 1020	English Composition II	3	0	3
	Speech Elective	3	0	3
	Mathematics Elective	3	0	3
	Social Sciences Electives	6	0	6
	Humanities Electives	6	0	6
	Natural/Physical Science Elective	3	1	4
	Computer Science Elective	3	0	3
Total Requirements Certificate **31**				

General education course requirements are listed on page 125.

concentration

The Nashville State Tech Library enhances and facilitates learning. If students are in need of free, friendly academic assistance, the Library's Learning Center is the place to visit. The Library is fully automated, with an online catalog, WebCat. The Library contains newspapers, videotapes, audio-tapes, films, slide-tape sets, microcomputer software, and microfiche.

Matt, *Horticulture*

105

Electrical Maintenance
Technical Certificate

Reliable electrical power systems are dependent on proper maintenance to avoid outages and other problems. Qualified maintenance specialists are vital to the safe, reliable operation of the complex electrical systems in large industrial plants, commercial buildings, and institutional facilities.

This comprehensive certificate program offers excellent preparation for a career in the maintenance of large electrical systems. It includes an appropriate amount of necessary theory explaining "why" and places strong emphasis on the actual equipment and operation of large and critical electrical power systems. The program covers electrical, as well as associated electronic, hydraulic, and pneumatic equipment and applications.

All of the courses in this certificate apply toward Nashville State 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

Course			Class	Lab	Credits
EMC	1112	Interpreting Technical Information	3	3	4
EMC	1122	Electrical Maintenance Orientation	3	3	4
EMC	1136	Basic D.C. and A.C. Circuits or	6	6	8
EMC	1131	Basic D.C. Circuits and	3	3	4
EMC	1161	Basic A.C. Circuits	3	3	4
EMC	1216	Electrical Machines & Controls	6	6	8
EMC	1218	Digital Principles	3	3	4
EMC	1222	Basic Hydraulics & Pneumatics	4	3	5
EMC	1312	Control Applications	3	3	4
EMC	1322	Programmable Logic Controllers	3	4	5
		Total Requirements Certificate 42			

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 117 for more information.

Horticulture and Landscape Gardening

Technical Certificate

Horticultural and Landscaping industries are expanding rapidly in Nashville and Middle Tennessee, providing a variety of employment opportunities for individuals with technical training in horticulture.

Landscape companies, golf courses, parks, schools, resorts, and garden centers require skilled employees to service customers and maintain grounds, turf, gardens, and trees.

The Horticulture and Landscape Gardening curriculum is designed to prepare students for a variety of employment opportunities in the Green Industry. The program will provide graduates with the technical knowledge and hands-on skills to work without supervision, carry out a variety of horticultural tasks, and provide high quality service that meets the standards of the industry.

The program will offer a well-rounded curriculum which encompasses the following major areas of study:

- Identification and appropriate use of landscape plant materials

- Design and construction of residential, commercial, and recreational landscapes

- Maintenance of residential, commercial, and recreational landscapes.

- Identification and control of plant pests and diseases and proper use of pesticides

- Management techniques in horticultural businesses

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

RECOMMENDED FULL-TIME SCHEDULE

Fall Semester		Credits
HORT 1010	Introduction to Horticultural Science	3
HORT 1110	Landscape Plant Materials	3
HORT 1140	Landscape Construction	3
HORT 1220	Soils and Fertilizers	3
HORT 1120	Landscape Design	3
HORT 2010	Internship I	1

Spring Semester		
HORT 1130	Landscape and Ground Maintenance	3
HORT 1210	Turf Grass Management	3
HORT 1310	Horticulture Pesticide Selection and Use[1]	3
HORT 1410	Landscape Trees & Arboriculture	3
HORT 1510	Principles of Management for Horticulture	3
HORT 2020	Internship II	1

RECOMMENDED PART-TIME SCHEDULE
FIRST YEAR

Fall Semester		Credits
HORT 1010	Introduction to Horticultural Science	3
HORT 1110	Landscape Plant Materials	3

Spring Semester		
HORT 1140 Landscape Construction		3
HORT 1220 Soils and Fertilizers		3

SECOND YEAR

Fall Semester	Credits
HORT 1120 Landscape Design	3
HORT 2010 Internship I	1

Spring Semester	
HORT 1130 Landscape and Ground Maintenance	3
HORT 1210 Turf Grass Management	3

THIRD YEAR

Fall Semester	Credits
HORT 1310 Horticulture Pesticide Selection and Use[1]	3
HORT 1410 Landscape Trees & Arboriculture	3

Spring Semester	
HORT 1510 Principles of Management for Horticulture	3
HORT 2020 Internship II	1

[1] This course will prepare the student to take the Tennessee Commercial Pesticide Applicator's License Test and the test for Certification in Ornamental (C03) and Right of Way (C06)

Note: Some courses might be substituted by electives. Please consult the department for further 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

First Semester   **Cr.**

MFG	1500	Work Measurement Methods	3
MFG	1220	Production, Inventory and Cost Control	3
MFG	2210	Quality Control	3
MKT	2220	Marketing	3

Second Semester

MKT	1227	Sales Techniques	3
MKT	2221	Consumer Behavior	3
MFG	2110	Plant Layout and Material Handling	3
AIS	1138	Microcomputer Software for Business	3
MAT	0107	Applied Workplace Mathematics	3

All of the courses in this certificate apply toward Nashville State Tech's A.A.S. degrees in General Technology. The math placement is required or competent mathematics skills.

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.*

Kathy, *Photography*

avocation

What starts out as a hobby for many students, ends up as a chosen career. The seven technical certificate programs offer a more concise approach to gaining knowledge and hands-on training that turns a student's interest into his or her vocation.

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

Fall Semester			Class	Lab	Cr.
MUS	1110	Fundamentals of Music	3	0	3
MUS	1130	Introduction to Studio Recording	2	2	3
MUS	1140	Introduction to MIDI	2	2	3
MUS	1210	The Business of Music	3	0	3
Spring Semester					
MUS	1220	Songwriting	3	0	3
MUS	1230	Advanced Studio Recording	2	2	3
MUS	1240	Desktop Digital Audio	2	2	3
MUS	1340	Music Publishing	3	0	3
Summer Semester					
MUS	1310	The Internet for Musicians	2	2	3
MUS	1330	Studio Maintenance	2	2	3

Total Requirements Certificate 30

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

MUS	1260	Advanced MIDI	2	2	3
MUS	1320	Advanced Songwriting	3	0	3
MUS	1350	Individual Study	1	6	3

Cooperative Education work experience in Music Technology can be an important addition to a student's formal classroom work. Co-op courses, if appropriate, may substitute for technical courses up to 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 117 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

Fall Semester		Class	Lab	Cr.
PHO 1110	Basic Photography	3	0	3
PHO 1115	Photographic Visual Principles	3	0	3
PHO 1210	Black-and-White Photography I	2	2	3
COM 1210	Introduction to Electronic Media	3	0	3
Spring Semester				
PHO 1230	Color Lab Techniques I	2	2	3
PHO 1240	Studio and Lighting Techniques	2	2	3
PHO 1430	Portrait & Wedding Techniques	3	0	3
	Technical Elective			3
Summer Semester				
PHO 1270	Portfolio Practicum	2	2	3
PHO 1490	Digital Photography	3	0	3
	Total Requirements Certificate......................**30**			

Technical Electives

COM 1230	Introduction to Digital Imaging	2	2	3
PHO 1170	Business of Photography	3	0	3
PHO 1310	Black-and-White Photography II	2	2	3
PHO 1320	Color Laboratory Techniques II	2	2	3
PHO 1410	Nature Photography	2	2	3
PHO 1440	Medical Photography Techniques	3	0	3
PHO 1450	Individual Study	1	6	3
PHO 1460	Open Darkroom	2	2	3
PHO 1470	Photojournalism	2	2	3
PHO 1350	Advanced Studio Lighting	2	2	3

Cooperative Education work experience in Photography can be an important addition to a student's formal classroom work. Co-op courses, if appropriate, may substitute for technical courses up to 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 117 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

Biology	Class	Lab	Credits
BIOL 1000 Medical Terminology	3	0	3
BIOL 1002 Microbiology for Surgical Technology	2	0	2
BIOL 1004 Basic Anatomy & Physiology	3	0	3
Chemistry			
CHEM 1000 Basic Chemistry & Pharmacology	2	0	2
Allied Health			
ALH 1001 Introductory Surgical Technology	0	0	3
ALH 1002 Basic Skills Laboratory	3	0	1
ALH 1003 Introduction to Clinical	1	3	3
ALH 1010 Clinical Experience for Surgical Technology	5	32	15
Total Requirements Certificate 32			

First Semester	Cr.
ALH 1001 Introductory Surgical Technology	3
ALH 1002 Basic Skills Laboratory	1
ALH 1003 Introduction to the Clinical	3
BIOL 1000 Medical Terminology	3
BIOL 1002 Microbiology for Surgical Technology	2
BIOL 1004 Basic Anatomy and Physiology	3
CHEM 1000 Basic Chemistry and Pharmacology	2

Second Semester	
ALH 1010 Clinical Experience for Surgical Technology	15

All of the courses in this certificate apply toward Nashville State 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

			Cr.
ACC	1104	Accounting I	4
AIS	1180	Introduction to Microcomputing	4
BUS	1113	Introduction to Business	3
DSPM	0700	Basic Mathematics	3
SPCH	1112	Fundamentals of Speech Communication	3

SECOND SEMESTER

AIS	1138	Microcomputer Software for Business	4
BUS	2310	Business Ethics	3
BUS	2600	Business Law: Contracts and Commercial Transactions	3
BUS	2400	Principles of Management	3
OAD	1220	Beginning Word Processing	4

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

OAD	1115	Office Reference Manual Review	4
OAD	1120	Keyboarding/Speedbuilding	4
AIS	1180	Introduction to Microcomputing	4
SPCH	1112	Fundamentals of Speech Communication	3
OAD	1260	Spreadsheet Software for Administrative Assistants	3

SECOND SEMESTER

OAD	1220	Beginning Word Processing	4
OAD	1400	Office Procedures with Computer Applications	4
OAD	1500	Presentation Software	3
BUS	2310	Business Ethics	3
DSPM	0700	Basic Mathematics	3

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

CIS	0115	AS/400 Basic Computer Operations	3
OAD	1120	Keyboarding/Speedbuilding	4
CIS	1020	Computing Environment	3
DSPM	0700	Basic Mathematics	3
SPCH	1112	Fundamentals of Speech Communication	3

SECOND SEMESTER

BUS	2310	Business Ethics	3
CIS	1030	Program Logic and Design	4
CIS	0117	AS/400 SQL Relation Database Design	3
CIS	2250	Micro Operating Systems and Networking	3
CIS	0116	AS/400 Control Language	3

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 place in DSPM 0700 on the placement test, no other math course is required for this certificate.

Dickie, *Alumnus and Adjunct Faculty*

community & economic **development**

determination • graduation • occupation • registration • education • determination • graduation • occupation • registration • education

Bram, *Graphic Design*

illustration

The Community Education department offers special interest courses designed for professional and personal development. Fundamental Drawing, Watercolor, Oil Painting, Trompe L'oeil, Floral Design, and Writing for Magazines are just a few of the courses tailored for creative individuals.

Community Education courses are also designed to assist in preparing individuals for new employment opportunities or in updating their existing job skills. These courses can also be conducted on site for businesses to meet their specific training needs.

Community Education Center

Each semester the Community Education Center offers more than 150 special interest courses for professional and personal development. These courses are designed primarily to assist in preparing individuals for new employment opportunities or to help change the skills of those employed. These college-level courses are not part of a Nashville State 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; however, there are some day sections offered. 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
> Construction Estimating
> Creative Writing
> Desktop Publishing
> Financial Planning
> Floral Design
> Home Maintenance
> Introduction to Microcomputing
> Introduction to Wall Street
> Keyboarding
> Landscaping
> Microsoft Access
> Microsoft Excel
> Microsoft Office
> MicroStation CAD
> Networking/Internet
> Oil Painting
> 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.

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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

Off-Campus Locations & Distance Education

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

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

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

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: 615-353-3461 or 800-272-7363.

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distance
education

With day, evening, weekend, Web-based and video checkout classes both on and off-campus, we have something to fit your busy lifestyle. Distance Education programs, both Web-based and video, have learning formats that allow individuals whose schedules do not fit with our regular scheduled offerings. Nashville State Tech makes it easy for students to gain a superior education by having several permanent, off-campus locations in Davidson and surrounding counties.

John, *Business/Marketing*

Career Employment Center

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

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

The Career Employment Center is located in Room W-77 in the Weld Building. A representative of the Center will be happy to assist students or graduates to locate appropriate employment that meets their need(s).

Employers wanting to recruit applicants from the college should contact the Center at 615-353-3248 or via e-mail: cec@nsti.tec.tn.us

Career Employment

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

Resumés are submitted electronically via the Nashville State Tech homepage www.NashvilleStateTech.org for the Career Employment Center. Center personnel will review and approve all resumés submitted.

Cooperative Education (Co-op)

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

1. Applicants must be either degree or certificate seeking. (Some programs are not eligible for participation in the Co-op program. See department head or Center personnel for eligibility.)

2. A minimum cumulative grade point average (GPA) of 2.5.

3. Completion of the student's first semester within their major field of study.

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

To apply to the Co-op program, students should come to the Center, Office W-77, to request a Co-op Application diskette. Center personnel will review the procedures to complete the application with each student.

Center personnel will assist the student in securing a work assignment in either business, industry, or government. Once the job is obtained, the student must complete a Learning Agreement contract and obtain a course number from the Center in order to receive academic credit for the work experience. Students should expect to pay for these academic credits since they are part of their academic 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.

Mark, *Graphic Design*

compensation

Community and Economic Development

Customized Training

Companies in the Middle Tennessee area regularly turn to Nashville State Tech's WorkForce Development Group to meet their in-house training needs. The reasons companies site for utilizing Nashville State Tech are a wide range of subjects are offered, the quality of the instruction is high and the cost is affordable.

At Nashville State Tech, we recognize that each company that we work with has different types of needs and although we offer a variety of already developed short courses, we will never try to force your needs to fit into a pre-existing program. Instead, we will work with you one on one to give you the specific help you need to make the best of your resources and work the hardest toward meeting your goal. Any course that is offered at Nashville State Tech, technical, non-technical or computer can be customized to meet the unique training needs of your business or organization. Faculty experts and consultants can develop even some types of training not currently offered through the college to meet a specific need.

Customized training can be delivered on a contract basis, at an affordable price, on-site or at an off-campus location. Time of day and day of week is at your convenience. Experienced instructors and training materials will be provided. Continuing Education Units (CEUs) may be given.

Consultations are available for companies interested in exploring training options. Our staff is flexible, dependable, and professional and will be happy to assist you with determining the training that is right for your company or organization.

The process is easy. Contact Jill Johnson, Director of WorkForce Development at 615-353-3574 or via e-mail at johnson_j@nsti.tec.tn.us to schedule an appointment. We will discuss potential course content and outcomes. Together we will structure a training program to meet your company's needs.

WORKFORCE
DEVELOPMENT
group

Computer Resource and Training Center

The CRTC offers a comprehensive variety of fast track 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 courses are also 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:

Accounting

Animation Software

Management Tools

Microsoft Office User Specialist (MOUS)

Microsoft Certified Solutions Developer (MCSD)

Microsoft Certified Systems Engineer (MCSE)

Operating Environment

Project Management

Publishing Tools

Technical Support Specialist (TSS)

Web Page Design

- Non-Profit Program — The Computer Resource & Training Center (CRTC) at Nashville State Tech offers non-profit organizations (501C3) a special opportunity to attend hands-on computer application classes at no charge. Each semester you can have one non-paying student for one course. The only charge to the student will be the cost of the textbook.

- Senior Citizens — Senior Citizens will be given a 20% discount for all CRTC classes. All certification tracks are excluded.

- Summer Youth Computer Camps — The camps have been developed to introduce young people to technology including multimedia tools, Web page development software, and the Internet.

Nashville State Tech in partnership with Holistech, Inc., a Microsoft Certified Technical Education Center offers MCSD and MCSE training. 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.

Nashville State Tech is a **Microsoft Office User Specialist (MOUS) Testing Center**. After completing the Microsoft Office 2000 courses, you can test for Microsoft Certification.

Please call 353-3405 or visit our Website at www.NashvilleStateTech.org 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:

> APICS
> Blueprint Reading
> CQA
> CQM
> Customer Service
> Hydraulics and Pneumatics
> Import/Export
> Industrial Electrical Training
> Instrumentation and Controls
> ISO/QS 9000
> Leadership
> Presentation Skills
> Programmable Logic Controllers
> Project Manager
> SPC

For more information, please call 615-353-3480.

Frank, *Professional Development*

WorkKeys® Service Center

The WorkKeys® program enables business and education to collaborate to strengthen workplace skills. WorkKeys® compares the skills of job applicants and current employees to the skill requirements of specific jobs within a company. WorkKeys® helps companies decrease recruitment time and costs, reduce training expenses, and focus training programs to target skills deficiencies of individuals. The Nashville State Tech WorkKeys® Service Center provides job profiling, skills 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.

WorkKeys® is a registered trademark of ACT™, Inc.

For more information, please call 615-353-3580.

cooperation

Through the Computer Resource Training Center (CRTC), Technical Training Center (TTC), and WorkKeys®, Nashville State Tech's WorkForce Development group works closely with area companies to meet their in-house training needs. Customized training can be delivered on a contract basis, at an affordable price, on campus or on site at business locations.

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NST Online

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

Contact Faye Jones at jones_f@nsti.tec.tn.us or 615-353-3373. Listed below are the programs offered online at Nashville State Tech:

Arts and Sciences Academic Certificate

This certificate provides students with a formal credential that recognizes completion of a core of general education courses. Students should refer to page 105 of this catalog for specific information. Contact Pam Munz at munz_p@nsti.tec.tn.us or 615-353-3347.

Technical Communications
Technical Certificate

This 30 hour program provides intensive instruction in the skills needed to be a technical writer. This program also articulates with Roane State Community College for the A.A.S. degree and with the UT system for a Bachelor's degree. Contact Jeanne Altstatt at altstatt_j@nsti.tec.tn.us or 615-353-3344.

Web Page Authoring Certificate

This 30-hour program provides students with the skills necessary to design, build, and test Web pages and links, to maintain Websites, and to develop concepts for Web design and organization. This program also articulates with Pellissippi Technical Community College for the A.A.S. degree and with the UT system for a Bachelor's degree. Contact Linda Lyle at lyle_l@nsti.tec.tn.us or 615-353-3432.

Business Management—A.A.S. Degree
(Small Business Administration concentration)

This degree offers the same courses as the on-campus program. Students should refer to page 62 in this catalog. Contact the Business Technologies Department for more information.

Regents Online Degree Program

Professional Studies
(Information Technology Concentration)

This degree includes 32 credit hours of general education courses as well as 28 credit hours of professional studies courses. This degree will articulate with the Regents Bachelor's Degree of Professional Studies. Contact Richard Weeks at weeks_r@nsti.tec.tn.us or 615-353-3268.

Cathe, *Professional Development*

Eugene, *Photography and Business*

arts and **sciences**

occupation • registration • education • determination • graduation • determination • graduation • occupation • registration • education •

punctuation

Nashville State Tech offers English classes that help students concentrate on various writing styles, organization patterns, and research methods. When taking these classes, students should set writing goals that allow them to finish papers well in advance of the due date. Since it is best to check for errors on the finished product, students should save proof reading and revisions for the last steps.

Arts and Sciences Division

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 offers degree programs in Occupational Therapy Technology, Early Childhood Education, Police Science Technology, Sign Language Interpreting Technology, and certificate programs are also offered in Arts and Sciences: Horticulture, Surgical Technology, and Workforce 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 a placement test to determine whether or not remedial/developmental coursework is necessary prior to enrolling in college-level courses. Academic advising and regularly scheduled conferences with instructors 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 and Humanities Department

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 courses includes courses in philosophy and art appreciation as well as courses in music and literature. Humanities courses help students gain an appreciation of their cultural heritage and to appraise their personal values.

Social Sciences and Languages Department

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 foreign languages.

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 three full-time ESL specialists 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 Humanities Department at 615-353-3531 or the Social Sciences and Languages Department at 615-353-3020.

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.

The Mathematics and Natural Sciences Department's curriculum provides the student with a firm foundation in various areas of mathematics and the sciences. This curriculum includes all courses needed to complete the programs offered at Nashville State Tech. Many of these courses will also satisfy mathematics and science requirements for programs leading to the baccalaureate degree at other colleges and universities. Students planning to transfer to a university should consult with an advisor or the department for additional information.

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

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

Mahmood, *ESL*

computations

Mathematics courses provide students with practical and applied skills, which support the courses in the student's related field of study. Job-related skills in business and industry are also introduced and reinforced in the courses. Students in mathematics courses may be required to have a specific type of hand-held calculator with functions appropriate to the course.

General Education Courses

Courses that meet general education requirements are categorized below. For specific transfer equivalencies, contact your transfer college/university of choice, or see an advisor.

Humanities

Ethics (PHIL 1111)

Introduction to Philosophy (PHIL 1030)

Art Appreciation (ART 1030)

Fiction (ENGL 2010)

Poetry & Drama (ENGL 2020)

Multi-cultural Literature (ENGL 2133)

American Literature I & II
(ENGL 2110, ENGL 2120)

World Literature I & II
(ENGL 2310, ENGL 2320)

British Literature I & II
(ENGL 2210, ENGL 2220)

Intro to Film (ENGL 2140)

Spanish I (SPAN 1010)

Spanish II (SPAN 1020)

French I (FREN 1111)

French II (FREN 1112)

Critical Thinking (PHIL 1000)

Music Appreciation (MUS 1030)

English

English Composition I (ENGL 1010)
   [old title- Effect Writing I]

English Composition II (ENGL 1020)
   [old title- Effect Writing II]

Speech (SPCH 1010)

Research Methods (ENGL 1110)

Report Writing (ENGL 2112)

Fundamentals of Speech Communication
(SPCH 1112)

Journalism Writing for the Media (ENGL 1115)

Social Sciences

Sociology (SOCI 1111)

Social Problems (SOCI 1112)

Intro to Anthropology (SOCI 1120)

Marriage & Family (SOCI 2112)

Psychology (PSYC 1111)

Social Psychology (PSYC 2113)

Psychology of Adjustment (PSYC 1115)

Psychology of Human Development
(PSYC 2111)

Political Science (POLI 1111)

American History to Mid-19th Century
(HIST 2010)

American History since Mid-19th Century
(HIST 2020)

World Civilization I (HIST 1110)

World Civilization II (HIST 1120)

Math & Natural Sciences

Business Mathematics (MATH 1075)

College Algebra (MATH 1710)

Trigonometry (MATH 1720)

Technical Mathematics I and II (MATH 1045, MATH 1055)

Finite Mathematics (MATH 1610)

Introduction to Calculus (MATH 2000)

Statistics I (MATH 1510)

Statistics II (MATH 1520)

Discrete Mathematics (MATH 2210)

Calculus and Analytical Geometry I
(MATH 1910)

Calculus and Analytical Geometry II
(MATH 1920)

Calculus Analytical Geometry III
(MATH 2110)

General Biology I and II
(BIOL 1110, BIOL 1120)

Anatomy & Physiology I (BIOL 2010)

Anatomy & Physiology II (BIOL 2020)

Environmental Science (BIOL 2115)

Microbiology (BIOL 2230)

Introduction to Chemistry (CHEM 1010)

General Chemistry I (CHEM 1110)

General Chemistry II (CHEM 1120)

Astronomy I [Solar System] (ASTR 1010)

Astronomy II [Stellar & Galactic]
(ASTR 1020)

Applied Physics I (PHYS 1015)

Applied Physics II (PHYS 1025)

Non-Calculus-based Physics I (PHYS 2010)

Non Calculus-based Physics II (PHYS 2020)

Calculus-based Physics I (PHYS 2110)

Calculus-based Physics II (PHYS 2120)

Survey of Physical Science (PSCI 1030)

Environmental Geology (GEOL 1215)

Earth Science (GEOL 1110)

Jason, *Community Education*

publications

The Falcon, the college newspaper of Nashville State Tech, is edited and published by students during the year. This publication informs students of pertinent upcoming events. *Tetrahedra* is an independent journal published annually by Nashville State Tech. The journal recognizes the creative talents of the college community through the publications of poems, essays, and short fiction. Current students, alumni, staff, and faculty are encouraged to submit manuscripts and artwork.

Monet, *Culinary Science*

course
descriptions

Marcia, *Photography*

Investigation

When career planning, select a college major and career path that will make you happy. Investigate the job placement rates, and the occupational outlook of your major. If students are interested in finding out about a given profession, they can visit the Career Exploration Center located in Student Services. Also, there are professional counselors and advisors who are available to help students make clear decisions in career and educational goals.

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	EET	Electrical-Electronic Engineering Technology
ACT	Architectural Engineering Technology	EMC	Electrical Maintenance
AIS	Accounting Information Systems	ENGL	English
ALH	Surgical Technology	ENV	Environmental Technology
AMT	Automotive Service Technology	FREN	French
ART	Art	GEOL	Geology
ASLT	Sign Language Technology	GTP	General Technology
ASTR	Astronomy	HIST	History
BIOL	Biology	HON	Honors
BNK	Banking	HORT	Horticulture
BUS	Business	ICP	International Communications
CAD	Computer-aided Drafting	MATH	Mathematics
CHEM	Chemistry	MFG	Manufacturing Engineering Technology
CIS	Computer Information Systems	MKT	Marketing
CIT	Civil & Construction Engineering Technology	MUS	Music, Music Technology
CMT	Communications Technology	OAD	Office Administration
COM	Visual Communications	OTT	Occupational Therapy Assistant Technology
CPT	Computer Technology	PHIL	Philosophy (Ethics and Critical Thinking)
CTD	Computer Technology Department	PHO	Photography
CUL	Culinary Science	PHYS	Physics
DSPE	Developmental English	POLI	Political Science
DSPM	Developmental Mathematics	PSCI	Physical Sciences
DSPR	Developmental Reading	PST	Police Science Technology
DSPS	Learning Strategies	PSYC	Psychology
DSPW	Developmental Writing	SOCI	Sociology
ECED	Early Childhood Eduction	SPAN	Spanish
ECO	Economics	SPCH	Speech and Communications

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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: DSPM 0850ACC

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 depth 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 2600

ACC 2350 TAXATION
3 Credits   **3 Class Hours**

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: ENGL 1010 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: ENGL 1010

ACT 2122 ARCHITECTURAL PRESENTATIONS
3 Credits   **6 Laboratory Hours**

Students will learn the principles and tools of architectural presentation graphics. The course will include the use of several software packages including AutoCAD, 3D Studio Viz, and Paint Shop Pro. Students will be required to generate and manipulate computer generated architectural images using the tools and techniques of presentation. Topics included in this class include Scene Creation, Object and Shape Creation, Materials and Textures, Animation, Rendering, Scanning Images, Web Graphics, and Link and Asset Managers. Students must have a working knowledge of AutoCAD 3D to accomplish the goals of this course.
Prerequisite: CAD 1300 or CAD 2113

ACT 2160 BUILDING UTILITIES
3 Credits   **3 Class Hours**

Designed to familiarize the student with elements of the Standard Plumbing Code, Mechanical Codes, and National Electrical Code. Topics include plumbing, mechanical and electrical symbols approved for drawings, definitions, minimum facilities, abbreviations, standard locations and sizes, minimum and maximum requirements, selected proper installations, estimate of loads, and required services. The student solves practical problems in the layout and design of selected utilities for a single- or multi-family dwelling, a commercial location, and an industrial or a specialized location.
Prerequisite: MATH 1045

ACT 2241 ADVANCED ARCHITECTURAL DRAFTING
3 Credits   **1 Class Hour, 5 Laboratory Hours**

Designed to enable the student to produce a complete set of construction drawings for a steel framed building. Sections of the building code applying to steel construction are studied. The student constructs a study model.
Prerequisites: ACT 1341, CAD 1200, and MATH 1045

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, data base, 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 data base 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: DSPR 0800 or equivalent skills,
DSPM 0700 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: DSPR 0800 or equivalent skills,
DSPM 0700 or equivalent skills***
Corequisite: ALH 1001

ALH 1003 INTRODUCTION TO CLINICAL
2 Credits

Introduces the student to the operating room environment. Direct observation of surgical cases and clinical rotation through specialty areas.
Prerequisites: DSPR 0800, DSPM 0700
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: All academic coursework and
program director approval are
required before taking
ALH 1010.***

Automotive Service Technology

AMT 1110 AUTOMOTIVE SERVICE
2 Credits   **1 Class Hour, 3 Laboratory Hours**

Introduces shop operation, customer relations, flat rate manuals, safety, organizational design, pay structure, equipment, tools, and basic operational theories. Emphasis is placed on the proper use of hand tools, measuring instruments, and equipment. Also, included are service procedures for lubrication, batteries, the cooling system, wheels and tires, and new car pre-delivery service.
Prerequisite: DSPM 0850 or equivalent skills

AMT 1122 STANDARD TRANSMISSIONS/ DRIVE LINES/DIFFERENTIALS
3 Credits   **2 Class Hours, 3 Laboratory Hours**

A study of automotive drive shafts, universal joints, axles, differentials, bearings and seals, and standard shift transmissions.
Prerequisite: AMT 1810 or EET 1190

AMT 1124 AUTOMOTIVE BRAKES
3 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 1810 or EET 1190

AMT 1126 SUSPENSION AND STEERING
3 Credits   2 Class Hours, 2 Laboratory Hours
Involves the study of suspension systems with emphasis on wheel alignment and suspension rebuilding.
Prerequisite: AMT 1810 or EET 1190

AMT 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
6 Credits   5 Class Hours, 2 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.
Prerequistes: AMT 1110 or AMT 1310

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   Class Hour, 2 Laboratory Hours
Covers the theory, operation, diagnosis, and repair of front and rear wheel drive transmissions.
Prerequisite: AMT 1810 or AMT 1122

AMT 2225 AUTOMOTIVE ENGINES II
2 Credits   1 Class Hour, 2 Laboratory Hours
A continuation of Engines I, AMT 1310. This course focuses on the techniques of engine rebuilding.
Prerequisite: AMT 1310

AMT 2250 DIESEL ENGINE OPERATIONS
2 Credits   1 Class Hour, 2 Laboratory Hours
Designed to teach operational concepts, repair, and 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 1320

AMT 2320 AUTOMOTIVE UPDATE
1 Credit   1 Class Hour
The final segment of the automotive program is devoted to a discussion of the newest products and plans for these products.
Prerequisite: AMT 1310

AMT 2330 CLIMATE CONTROL
4 Credits   3 Class Hours, 2 Laboratory Hours
Focuses on the principles of operation and service techniques applied to automobile heating and air conditioning systems. Topics include components, testing, diagnosing, charting, and repair practices.
Prerequisite: AMT 1810 or EET 1190 or EET 1192

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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 and using the latest test equipment, are both studied to insure proper application to the automobile.
Prerequisite: AMT 1310 and AMT 1810

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

Art

ART 1030 ART APPRECIATION
3 Credits   **3 Class Hours**

Introduces students to cultural movements and ideas, especially architecture, crafts, and the visual arts. Gives students a deeper appreciation of the visual arts.
Prerequisites: DSPW 0800 and DSPR 0800 or equivalent skills
Note: ART 1030 meets the requirement for a Humanities elective.

Sign Language Interpreting Technology

ASLT 1010 FOUNDATIONS IN DEAFNESS
3 Credits   **3 Class Hours**

This course demonstrates an understanding of deafness, relevant definitions, etiology, history of deafness and deaf education, and the deaf community/culture.

ASLT 1110 AMERICAN SIGN LANGUAGE I
3 Credits   **3 Class Hours**

Basic sign language with emphasis on grammatical ASL structures, including an overview of language development, and available information and resources. Student interactions and conversations will be encouraged in and outside the classroom with hearing impaired/deaf individuals.

ASLT 1120 AMERICAN SIGN LANGUAGE II
3 Credits   **3 Class Hours**

A continuation of ASLT I with further vocabulary development and more in-depth understanding of ASL as a "concept" language, some emphasis related to interpreter training skills and ethics. Topics discussed will include sign language for various professions such as police, health care, education, social work, etc. This course will include practicum experience.
Prerequisite: ASLT 1110

ASLT 1130 AMERICAN SIGN LANGUAGE III
3 Credits   **3 Class Hours**

This course will broaden students' range of conversational skills, moving from discussion of their immediate experiences (home, family, etc.) to communication about more abstract concepts of language in longer conversational dialogues. Both expressive and receptive skills will be enhanced.
Prerequisite: ASLT 1110 and ASLT 1120

ASLT 2210 CONTACT SIGNING I
3 Credits   **3 Class Hours**

Using ASLT as a base, students will be introduced to Contact Sign Systems, including SEE, PSE, Coded Sign System, and transliteration. Students will gain the ability to discriminate between the various sign systems and learn to use them in the appropriate contexts.
Prerequisites: ASLT 1003, ASLT 1110, and ASLT 1010

ASLT 2220 CONTACT SIGNING II
3 Credits   **3 Class Hours**

Further vocabulary and skill development in Contact Signing for various settings, educational, legal, and medical.
Prerequisite: ASLT 2210

ASLT 1002 FINGERSPELLING
1 Credit   **1 Class Hour**

An intermediate course to improve receptive and expressive fingerspelling. The focus will be on experiences and communication techniques, the use of classifiers, the use of ASL number systems including cardinal, ordinal, and informational numbers relating to time, temporal-aspect signs, measurements, and math terms.

ASLT 1003 INTRODUCTION TO INTERPRETING
2 Credits   **2 Class Hours**

This course is an introduction to the basic theories, guidelines, principles, and practices of interpreting, including the role of the interpreter, professional behavior, and the ethics of interpreting. Environmental considerations of communication and interpreting will be discussed. The course also includes a practice component for the development of beginning interpreting skills and will be paralleled with the theoretical models.

ASLT 2110 INTERACTIVE INTERPRETING I

4 Credits   2 Class Hours, 2 Lab Hours

This course reinforces skill development and the expressive and receptive skills of intermediate level of interpreting through drill, practice, and role-play activities. Students will practice from audio taped, video taped and live voice materials, and will learn the techniques of self-assessment through video taping. The course also offers a practical component for the development of intermediate interpreting skills. Course practice materials will parallel the theoretical models.

Prerequisites: ASLT 1110 and ASLT 1120

ASLT 2120 INTERACTIVE INTERPRETING II

4 Credits   2 Class Hours, 2 Lab Hours

Provides advanced in-depth discussion and application of techniques and principles for specific interpreting situations and expanded concentration on expressive and receptive manual communication skills. Students will use live models, videotapes, and interaction with deaf community members to improve skills.

Prerequisite: ASLT 2110

ASLT 2300 EDUCATIONAL INTERPRETING

3 Credits   3 Class Hours

Demonstrates an ability to transliterate and interpret at the various educational placement levels. Specific emphasis will be placed on the role of the educational interpreter and the use of educational terminology in various disciplines.

Prerequisites: ASLT 1110, ASLT 1120, ASLT 1130, and ASLT 2400

ASLT 2310 SIGN-TO-VOICE CONSECUTIVE INTERPRETING I

3 Credits   3 Class Hours

Designed to provide students with basic skills in consecutive sign language interpreting (sign-to-voice, voice-to-sign). Primary emphasis includes a theoretical analysis of the interpreting process, reinforcement of prerequisite language, and development of the higher level of skills.

Prerequisites: ASLT 1110 and ASLT 1120

ASLT 2320 SIGN-TO-VOICE CONSECUTIVE INTERPRETING II

3 Credits   3 Class Hours

Provides advanced skill development and knowledge in the area of simultaneous interpreting and transliteration skills.

Prerequisite: ASLT 2310

ASLT 2500 INTERPRETING PRACTICUM

4 Credits   4 Class Hours

This course provides intermediate and advanced students with an opportunity to observe the interpreting process in various professional work situations and to gain knowledge of community agencies and resources, which serve the deaf community. Students will schedule regular observation hours and, according to their level of interpreting skills, assist agency staff in normal duties. Practicum experiences are to take place during school/work hours and require a minimum of four hours per week.

Prerequisites: ASLT 1110, ASLT 1120, ASLT 1010, and ASLT 1003

ASLT 2600 INTERPRETING INTERNSHIP

4 Credits   4 Class Hours

This course provides an opportunity for advanced level interpreting students to be assigned for one semester to agencies and organizations, which serve deaf people. Internship placement will provide work experience, practical application of the theoretical role of professional service providers, and an introduction to the duties and responsibilities of interpreters in the community, under the observation and supervision of experienced professional interpreters. This course will address specific vocabulary and ethical factors in a variety of interpreting settings.

Prerequisites: ASLT 2100, ASLT 1130, ASLT 2210, ASLT 2310, and ASLT 2500

Astronomy

ASTR 1010 ASTRONOMY I (SOLAR SYSTEM)

4 Credits   3 Class Hours, 3 Laboratory Hours

An introductory course in the astronomy of our Solar System. Topics include the history of astronomy, astronomical coordinates, Newton's Laws, gravitation, properties of light, kinds of telescopes and their uses, the Moon, eclipses, the Sun and its planets, asteroids, comets, and other interplanetary objects.

Prerequisite: DSPR 0800 and DSPM 0800

ASTR 1020 ASTRONOMY II (STELLAR AND GALACTIC)

4 Credits   3 Class Hours, 3 Laboratory Hours

An introductory course in the astronomy of stars and galaxies. Topics include the history of astronomy, astronomical coordinates, Newton's Laws, gravitation, properties of light, kinds of telescopes and their uses, the Sun, stars, and stellar properties, nebulae, star clusters, galaxies and galactic distributions, pulsars, quasars, neutron stars, black holes, and cosmology.

Prerequisite: DSPR 0800 and DSPM 0800

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Biology

BIOL 1000 MEDICAL TERMINOLOGY
3 Credits   **3 Class Hours**
Includes a study of roots, prefixes, and suffixes commonly used in the medical field and terminology related to body systems and disorders.

BIOL 1002 MICROBIOLOGY FOR SURGICAL TECHNOLOGY
2 Credits   **2 Class Hours**
Introduces microbial techniques and concepts. Course emphasizes application of these concepts to the operating room environment and personnel. Topics include an overview of microorganisms and their implication in disease, use and monitoring of the autoclave, and the control of microorganisms in the hospital environment. Course is not for transfer credit.
Prerequisite: DSPR 0800 or equivalent skills

BIOL 1004 BASIC ANATOMY AND PHYSIOLOGY
3 Credits   **3 Class Hours**
Introduces the structure and function of the human body. Covers skeletal, muscular, nervous, endocrine, immune, cardiovascular, respiratory, excretory, and reproductive systems. Emphasizes interrelationships, malfunctions, and diseases of cells, tissues, organs, and organ systems. Course is not for transfer credit.
Prerequisite: DSPR 0800 or equivalent skills

BIOL 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.

BIOL 1010 INTRODUCTION TO BIOLOGY I
(non-science majors only)
4 Credits   **3 Class Hours, 3 Lab Hours**
This course covers cell structure and function, organic molecules and energy pathways, genetics, evolution, and the principles of ecology. This course counts as a natural science elective, but does not fulfill the science requirement for biology majors.
Prerequisite: DSPR 0800 or equivalent skills

BIOL 1020 INTRODUCTION TO BIOLOGY II
(non-science majors only)
4 Credits   **3 Class Hours, 3 Lab Hours**
A continuation of General Biology I, this course surveys the Kingdoms of life, with particular attention to the animal and plant kingdoms. In the animal kingdom, there is an emphasis on the human organism and its organ systems.

In the plant kingdom, there is an emphasis on structure, nutrition, and reproduction.
It is strongly recommended that one successfully complete General Biology I (BIOL 1010) before taking this course. This course counts as a natural science elective, but does not fulfill the science requirement for biology majors.
Prerequisite: DSPR 0800 or equivalent skills

BIOL 1110 GENERAL BIOLOGY I
(science majors only)
4 Credits   **3 Class Hours, 3 Lab Hours**
This is a comprehensive course suitable for biology majors and minors. It also fulfills the science requirement for pre-medicine, pre-pharmacy, pre-medical technology, pre-veterinary medicine, and pre-dentistry programs. This course also counts as a Natural Science elective. Topics include the unifying principles found in all organisms, their molecular and cellular basis, the mechanisms of heredity, the interrelationships of organisms, and their evolution.
Prerequisite: DSPR 0800 or equivalent skills, and also high school Biology and Chemistry or equivalent skills.

BIOL 1120 GENERAL BIOLOGY II
(science majors only)
4 Credits   **3 Class Hours, 3 Lab Hours**
This course is a continuation of General Biology I (BIOL 1010) and is suitable for biology majors and minors. It also fulfills the science requirement for pre-medicine, pre-pharmacy, pre-medical technology, pre-veterinary medicine, and pre-dentistry programs. This course also counts as a natural science elective. The Kingdoms of life and representative organisms will be discussed, with particular attention to the Kingdoms Animalia and Plantae. Emphasis will be placed on the tissues, organs, and physiology of representative members.
Prerequisite: BIOL 1110

BIOL 1215 PRINCIPLES OF NUTRITION
3 Credits   **3 Class Hours**
This is a general course in human nutrition with emphasis on scientific principles, metabolism, and requirements for nutrients. Topics of interest to those in health care and related professions are stressed.
Prerequisite: DSPR 0800 and DSPM 0800 or equivalent skills

BIOL 2010 ANATOMY AND PHYSIOLOGY I
4 Credits   **3 Class Hours, 3 Laboratory Hours**
This intensive course is designed primarily for students interested in entering health-related fields, but will count as a biology elective. Topics include: the skeletal, articular, muscular, nervous, and integumentary systems; cellular chemistry and structure, and histology.
Prerequisite: DSPR 0800 or equivalent skills

BIOL 2020 ANATOMY AND PHYSIOLOGY II
4 Credits   **3 Class Hours, 3 Laboratory Hours**

This intensive course is designed primarily for students interested in entering health-related fields, but will count as a biology elective. Topics include: the cardiace, vascular, hematologic, respiratory, immune, urinary, reproductive, and endocrine systems. This course is a continuation of BIOL 2010 (Anatomy and Physiology I), which is best to complete before attempting this course.
Prerequisite: DSPR 0800 or equivalent skills

BIOL 2115 ENVIRONMENTAL SCIENCE
4 Credits   **3 Class Hours, 2 Laboratory Hours**

Topics include ecosystems, human populations, and the availability and conservation of abiotic, biological, and energy resources. The politics and economics of environmental problems and world resources are also discussed.
Prerequisite: DSPR 0800 or equivalent skills

BIOL 2230 MICROBIOLOGY
4 Credits   **3 Class Hours, 3 Laboratory Hours**

Topics include the structure, growth, metabolism, genetics, and pathology of bacteria, viruses, fungi, protists, and some helminths. This course stresses applied microbiology and the roles of microbes in health and disease.
Prerequisite: DSPR 0800 or equivalent skills

exploration

Nashville State Tech offers a variety of natural science courses that students can explore. These science courses cover a range of topics including, but not limited to, anatomy, astronomy, biology, chemistry, geology, and physics.

Leslie, *Graphic Design*

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: DSPR 0800

BNK 1210 CONSUMER LENDING
3 Credits   **3 Class Hours**

A study of the fundamental principles of extending consumer credit. The practical approach is taken by actually studying and practicing taking loan applications, verifying credit histories, evaluating credit reports, making credit decisions, processing and disbursing the loan, and recognizing the importance of collateral. Also included are exercises in computing interest charges and rebates, insurance of consumer credit, pricing of loans, collections, and consumer compliance.
Prerequisite: DSPR 0800 and DSPM 0700

BNK 1215 COMMERCIAL BANK MANAGEMENT
3 Credits   **3 Class Hours**

The study and application of principles outlined provide students with a working knowledge of bank management. Course touches on objectives, planning, structure, control, and the interrelationship of various bank departments. Also, included are trends that have emerged in philosophy and practice of bank management. Case studies stress current bank problems.
Prerequisite: DSPR 0800

BNK 2110 MONEY AND BANKING
3 Credits   **3 Class Hours**

Presents basic economic principles most closely related to the subject of money and banking. Course stresses the practical application of the economics of money and banking in the individual bank and in the banking system. Some of the subjects covered include the structure of the commercial banking system; the nature and functions of money; banks and the money supply; the money market and the capital market; bank investments, loans, earnings, and capital; the Federal Reserve System, its policies and operation; Treasury Department operations; and the changing international monetary system.
Prerequisite: DSPR 0800 and DSPM 0700

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: DSPR 0800

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: DSPR 0800

BNK 2230 INVESTMENT BASICS
3 Credits   **3 Class Hours**

Provides basic information on investments in securities, options, commodities, tax shelters, art, and more. Explores traditional and modern methods of analyzing investment opportunities for the beginning investor. Students will also trade in the securities market (using real prices and making their own decisions) by using a special microcomputer software package.
Prerequisites: DSPR 0800 and DSPM 0700 or equivalent skills

Business

BUS 1000 INTRODUCTION TO CUSTOMER SERVICE
3 Credit Hours   **3 Class Hours**

Covers the basic concepts of customer service, applying it to all areas of customer interaction. How to transmit a positive attitude, identify and provide for customer needs, measure your service, and cultivate repeat business will be taught.
Prerequisite: DSPR 0800

BUS 1113 INTRODUCTION TO BUSINESS
3 Credits   **3 Class Hours**

Acquaints students with the private enterprise system. Topics covered include forms of business organizations, business finance, human resource management, production, marketing, business ethics, information management, and the changing business environment.
Prerequisites: DSPR 0800 and DSPE 0700 or equivalent skills

BUS 1500 ENTREPRENEURSHIP
3 Credits   **3 Class Hours**

Explores the nature of small business. Entrepreneurial alternatives such as startup, buyout, and franchising are discussed. Preparing a business plan, choosing a form of ownership, small business marketing, and operations are stressed. Financial and administrative controls as well as the social and legal environment of business are introduced.
Prerequisites: DSPR 0800 and DSPW 0700 or equivalent skills

BUS 2111 ORGANIZATIONAL BEHAVIOR
3 Credits   **3 Class Hours**

Studies the importance of understanding human relations in the workplace and explains how interpersonal relationships have evolved in this century from an emphasis on production to an emphasis on developing and utilizing the whole person. Through such topics as personality, communication, conflict, motivation, power, decision making, and self-esteem, the student is brought face-to-face with the reality of 21st century human relationships. In an atmosphere of confidence and expectation, the student and teacher address meeting the challenges of succeeding — not just surviving — in the workplace, and living a life in the process.
Prerequisites: DSPR 0800 and DSPW 0700

BUS 2240 PERSONAL MONEY MANAGEMENT
3 Credits   **3 Class Hours**

Designed to aid the student in planning personal financial objectives. Topics covered include budgeting, consumer borrowing, renting and buying, insurance, taxation, investing, and planning for retirement.
Prerequisites: DSPR 0800 and DSPM 0700

BUS 2250 HUMAN RESOURCE MANAGEMENT
3 Credits   **3 Class Hours**

Provides information about basic principles of managing human resources: laws that relate to all aspects of HR function, HR planning, job analysis, job specifications, employee selection, training and development, performance evaluations, salary determination, benefits, labor relations, and current techniques used to improve productivity and morale.
Prerequisites: DSPR 0800 and DSPW 0700 or equivalent skills

BUS 2310 BUSINESS ETHICS
3 Credits   **3 Class Hours**

Introduces basic ethical theories and value systems and applies these perspectives to moral issues, problems, and situations which arise within the business environment. Course encompasses codes of ethics, conflict of interest, social responsibility, the work ethic, white collar crime, and fiduciary responsibilities.
Prerequisites: DSPR 0800 and DSPW 0700 or equivalent skills

BUS 2311 LEADERSHIP
3 Credits   **3 Class Hours**

Explores the nature and attributes of leadership through case studies and biographies. Examines the difference between leadership ability and management skills. Attempts to identify traits and abilities which have distinguished effective leaders from ineffective ones.
Prerequisite: DSPR 0800 and DSPW 0700 or equivalent skills

BUS 2400 PRINCIPLES OF MANAGEMENT
3 Credits   **3 Class Hours**

An overview of how a business organization works and the relationships of the people within the organization. Develops the topics of managerial functions, motivation of employees, the decision-making process, communication, authority, responsibility, and personnel management through class discussion and case studies.
Prerequisites: DSPR 0800 and DSPW 0700 or equivalent skills

BUS 2600 BUSINESS LAW: CONTRACTS
3 Credits   **3 Class Hours**

Introduces the study of law in relation to the proper conduct of business, including the nature and source of law, courts and courtroom procedure, contracts, and sales.
Prerequisites: DSPR 0800 and DSPW 0700 or equivalent skills

Computer-Aided Drafting

CAD 1100 TECHNICAL GRAPHICS
2 Credits   **4 Laboratory Hours**

An introductory graphics course for all students who plan to take beginning level Computer-Aided-Drafting (CAD) classes. Student will learn geometric constructions, lettering, freehand sketching, the alphabet of lines, and the use of scales. The course will also include orthographic projections, section views, pictorial drawings, and dimensioning. Emphasis will be placed on correct construction techniques with simple instruments and correct terminology for CAD.
Co-requisites: DSPM 0800 or equivalent skills

CAD 1200 COMPUTER-AIDED-DRAFTING I
3 Credits   **1 Class Hour, 4 Laboratory Hours**

Designed to familiarize the student with computers and to teach the basic elements of computer-aided drafting, and to introduce the operation of a computer graphics system as it is used in professional practice. The student gains hands-on experience at the computer graphics station while working on two-dimensional drafting exercises and elementary site plans.
Corequisites: CAD 1100

CAD 1300 COMPUTER-AIDED-DRAFTING II
3 Credits   **6 Laboratory Hours**

An intermediate level CAD class designed to follow CAD 1200 with more in-depth coverage of advanced features, productivity enhancing techniques, and an introduction to three-dimensional drawing. Topics include prototype drawings, polylines and polyline editing, dimensioning and advanced dimensioning features, hatching and advanced hatching features, use of blocks and layers, display options (including zooming and viewports), plotting and plotting setup, elementary programming, and introductory 3-D.
Prerequisite: CAD 1200

CAD 2113 THREE-D AUTOCAD AND MODELING
3 Credits   **2 Class Hours, 2 Laboratory Hours**

The student will use the AutoCAD software to learn to create three-dimensional surface models and solid models. Topics include learning to think in three dimensions; 2-D drafting versus 3-D modeling techniques, LISP utilities solid entity creation and editing; and producing plots using paperspace.
Prerequisite: CAD 1200

Chemistry

CHEM 1000 BASIC CHEMISTRY AND PHARMACOLOGY
2 Credits   **2 Class Hours**

Familiarizes surgical technologists with the substances used to induce and maintain local and general anesthesia. Anesthetic shock and its treatment, anticoagulants, antibiotics, and irrigation solutions will also be discussed. Additional topics include basic chemical concepts as they apply to these substances and the metric system. Course is not for transfer credit.
Prerequisite: DSPR 0800 or equivalent skills, DSPM 0700 or equivalent skills

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CHEM 1010 INTRODUCTION TO CHEMISTRY

3 Credits   **3 Class Hours**

This course serves as a review of, or as a first course in, chemistry for those needing more preparation for General Chemistry I. This course emphasizes basic chemical principles and their application to technical and environmental problems. Topics include: properties of matter, elements and compounds, atomic structure, periodic properties, chemical bonding and reactivity, energy relations, organic chemicals and polymers, toxic substances, and environmental chemistry.
Prerequisite: DSPM 0800

CHEM 1110 GENERAL CHEMISTRY I

4 Credits   **3 Class Hours, 3 Laboratory Hours**

This college-transfer-level course covers in-depth the fundamental concepts of chemistry. Topics include: atomic and molecular structure, nomenclature, formulas and equations, stoichiometry, states of matter, and chemical bonding.
Prerequisite: DSPM 0850, but MATH 1710 (College Algebra) or equivalent skills highly recommended

CHEM 1120 GENERAL CHEMISTRY II

4 Credits   **3 Class Hours, 3 Laboratory Hours**

This college-transfer-level course is a continuation of CHEM 1110. Topics include: gases, solutions, acids and bases, chemical equilibrium, thermodynamics, kinetics, electrochemistry, oxidation and reduction reactions, and an introduction to organic chemistry.
Prerequisite: CHEM 1110

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: DSPR 0700

CIS 1030 PROGRAM LOGIC AND DESIGN

4 Credits   **4 Class Hours**

Designed to provide the basic logic necessary in business applications programming. In addition to logic, course covers correct techniques of structured design, flowcharting, and other methods of illustrating logic.
Prerequisite: DSPM 0700
Corequisite:CTD 1010

CIS 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 2000 OS/MVS AND ASSEMBLER LANGUAGE

4 Credits   **4 Class Hours**

This course replaces CIS 1120 and CIS 2120 by combining the basic concepts of Assembler Language Programming with Operating System concepts, as they relate to the OS/MVS environment. Students will develop and write general programs for the purpose of understanding the commercial instruction set, machine language format of instruction, and memory dumps. Additionally, the course will focus on the OS/MVS operating environment, utilities, and control language.
Prerequisite: CIS 1030

CIS 2010 ANS COBOL PROGRAMMING

4 Credits   **4 Class Hours**

Introduces various programming concepts, using structured program design and structured coding by means of a series of programs illustrating typical business applications. Topics include sequential disk processing, file maintenance, table processing, and the use of library facilities.
Prerequisite: CIS 1030

CIS 2030 AS/400 OPERATION AND CONTROL LANGUAGE

4 Credits   **4 Class Hours**

Designed to teach students the basic operating environment of the IBM AS/400 midrange computer system and its control language. After completion of the course, students will be able to navigate through the menu structures to perform operating procedures and develop control language programs to perform routine processes.

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 AS400. Emphasis is placed upon the understanding and coding of specification forms and the concepts involved in writing programs in a structured format for typical business applications. Areas covered are fundamentals, control breaks, multiple record types, exception output, tables and arrays, matching records, sequential, indexed files, and interactive screen handling.

Prerequisite: CIS 2030

CIS 2140 ANS COBOL APPLICATIONS

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 2010

CIS 2150 INTRODUCTION TO CICS PROGRAMMING

4 Credits   **4 Class Hours**

Introduces the fundamentals of CICS/ESA systems and CICS/ESA command level programming in COBOL. Topics include the structure of a CICS/ESA system, the task flow in the CICS/ESA system, the main CICS/ESA control programs, the main CICS/ESA control tables, the command level commands used in program control, BMS mapping, file control, storage control, etc., and the coding techniques used in pseudo-conversational mode of processing. Video terminals are utilized as tools in understanding the design and programming of several data communication applications using CICS/ESA command level programming.

Prerequisite: CIS 2010

CIS 2160 DATA BASE PROGRAMMING

4 Credits   **4 Class Hours**

Introduces the fundamentals of data base programming on mainframes. Acquaints students with the concepts, structure, and programming of a popular data base management system. Students write several programs, using COBOL, to access the data base system. Students are also exposed to an interactive query facility and the use of SQL for generating online reports and inquiries.

Prerequisite: CIS 2010

CIS 2170 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: MATH 1045

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CIS 2216 C LANGUAGE FOR ENGINEERING TECHNOLOGIES

3 Credits   **2 Class Hours, 2 Laboratory Hours**

Presented as an introduction to the C programming language. Technical programs are coded that exercise the various aspects of the language such as flow of control, input and output, arithmetic operations, and function definitions and calls. An introduction to program logic and design is presented using flowcharting and pseudocode to organize the program solution.

Corequisite: MATH 1045

CIS 2217 VISUAL BASIC

4 Credits   **4 Class Hours**

Designed to prepare the student to create attractive and useful business applications for the Microsoft Windows Environment. Students learn to create user interfaces by selection and placement of objects on the user screen, to set priorities on those objects to refine their appearance and behavior, and to write code procedures to react to events that occur in the user interface. Typical business applications are assigned to allow students to develop skills in the use of ransom file processing, data base access, Dynamic Data Exchange (DDE), and Object Linking and Embedding (OLE).

Prerequisite: CIS 2010

CIS 2218 ADVANCED TOPICS IN VISUAL BASIC

4 Credits   **4 Class Hours**

This course is a continuation of the study of Visual Basic. Course topics cover Professional Edition of Visual Basic and focus on single-user applications. The course will cover current topics in the application of Visual Basic to the solution of contemporary computing and information systems problems.

Prerequisite: CIS 2217

CIS 2220 C LANGUAGE PROGRAMMING

4 Credits   **4 Class Hours**

Introduces the student to the various concepts of the ANSI C language within the MS-DOS operating system environment. Practical business exercises, for coding by the students, are assigned to reinforce various aspects of the language. Topics targeted for emphasis include stream I/O, flow of control, function definition and use, and complex data types and pointers.

Prerequisite: CIS 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 DATA BASE 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 data base design. Students code and test a data base 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.

Prerequisites: CIS 1020 or CPT2325 and CIS 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 data base access, MDI and SDI application development, printing, debugging, OCX, DDE, and DDL capabilities of Delphi.

Prerequisite: CIS 1130

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: ENGL 1010

CIT 1230 TESTING OF MATERIALS
2 Credits   1 Class Hour, 3 Laboratory Hours

Covers methods of testing soils and concrete and evaluation of test results. Tests include mechanical analysis, moisture content, Atterberg Limits, hydrometer analysis, unconfined compression, compaction, field density, slump, and cylinder.
Corequisite: DSPM 0850 or equivalent skills

CIT 2110 STRUCTURAL MECHANICS
3 Credits   3 Class Hours

A course on structural analysis to acquaint the student with the forces and loads acting on structures and how they are resisted by the structural system. Topics include components and resultants of forces; equilibrium equations; reactions for beams, frames, and trusses; centroids; moments of inertia; shear and moment diagrams; and analysis of trusses. Students analyze structures with both calculators and computers.
Prerequisite: MATH 1045

CIT 2114 CONSTRUCTION MANAGEMENT
3 Credits   3 Class Hours

A comprehensive course designed to familiarize the students with all aspects of a light or heavy construction project. Topics include responsibility and authority, construction documents, contracts, construction law, safety, planning and scheduling, materials and workmanship, and change orders.
Prerequisites: CAD 1100 and CIT 1220

CIT 2130 SURVEYING I
3 Credits   2 Class Hours, 3 Laboratory Hours

The first in a two-course sequence on surveying, with emphasis on the basics of field and office work. Lectures cover errors and accuracy, bearings, azimuths, traverses, level lines, topographic mapping, construction surveys, and horizontal circular curves. Laboratory exercises explore the use of the steel tape, transit, theodolite, level rod, and electronic distance measuring devices. Instructor introduces students to the use of the computer in surveying applications.
Prerequisite: MATH 1045

CIT 2300 SITE DESIGN WITH CAD
3 Credits   1 Class Hour, 6 Laboratory Hours

Designed to use students' prior knowledge of drafting, surveying, and storm water runoff in the subdivision and development of property. Topics include subdivision regulations, street pattern variables and intersections, site planning, drainage, utilities, and earthwork calculations. Students draw on mylar and on computer-aided drafting equipment.
Prerequisites: CAD 1200, ENV 1150 and CIT 2130

CIT 2310 SURVEYING II
3 Credits   2 Class Hours, 3 Laboratory Hours

The second in a two-course sequence on surveying, with emphasis on horizontal circular curves, spiral curves, vertical curves, radial surveys, boundary surveys, construction surveys, slope stakes, celestial observations, state plane coordinates, and earthwork quantities. Laboratory exercises are on the use of the steel tape, theodolite, level, level rod, and electronic distance measuring devices in applying the lecture material. The computer is used in many of the solutions.
Prerequisite: CIT 2130

CIT 2400 STRUCTURAL DESIGN
3 Credits   3 Class Hours

Covers the design and detail of elements of structural steel buildings according to the AISC Code and reinforced concrete buildings according to the ACI Code. Topics include the design of slabs, beams, columns, walls, trusses, foundations, connections and splices, and the detailing of steel members and reinforcing bars. Introduces the use of the computer in structural design and detailing.
Prerequisite: CIT 2110

Communications Technology

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 1010

CMT 1060 CISCO ROUTERS I
4 Credits   **4 Class Hours**

This course is the first of four semester courses designed to provide students with classroom and laboratory experience in current and emerging networking technology that will empower them to enter employment and/or further education and training in the computer networking field. A task analysis of current industry standards and occupational analysis was used to develop the content standards. Instruction includes, but is not limited to, safety, networking, network terminology and protocols, network standards, LANs, WANs, OSI models, cabling, cabling tools, routers, router programming, star topology, IP addressing, and network standards. Particular emphasis is given to the use of decision-making and problem-solving techniques in applying science, mathematics, communication, and social studies concepts to solve networking problems. In addition, instruction and training are provided in the proper care, maintenance, and use of networking software, tools, and equipment and all local, state, and federal safety, building, and environmental codes and regulations.

CMT1160 CISCO ROUTERS II
4 Credits   **4 Class Hours**

This course is the second of four semester courses designed to provide students with classroom and laboratory experience in current and emerging networking technology that will empower them to enter employment and/or further education and training in the computer networking field. A task analysis of current industry standards and occupational analysis was used to develop the content standards. Instruction includes, but is not limited to, safety, networking, network terminology and protocols, network standards, LANs, WANs, OSI models, Ethernet, Token Ring, Fiber Distributed Data Interface, TCP/IP Addressing Protocol, dynamic routing, routing, and the network administrator's role and function. Particular emphasis is given to the use of decision-making and problem-solving techniques in applying science, mathematics, communication, and social studies concepts to solve networking problems. In addition, instruction and training are provided in the proper care, maintenance, and use of networking software, tools, and equipment and all local, state and federal safety, building, and environmental codes and regulations.
Prerequisite: CMT 1060

CMT 1170 WINDOWS ADMINISTRATION I
4 Credits   **4 Class Hours**

This course provides students with the knowledge and skills necessary to perform administration tasks in a single-domain Microsoft® Windows® 2000-based network. This course is suitable for people with no prior experience in system administration. It is also designed for the needs of those who are on the Microsoft Certified Systems Engineer Windows 2000 Track. The course provides students with prerequisite knowledge and skills required for course 1557, Installing and Configuring Microsoft Windows 2000.
Prerequisite: CTD 1010, CMT 1010

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: CMT 1170 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 1010, CTD 1010
Corequisite: 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 2040

**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 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 2060***

**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 V 1.04**
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 1060, CMT 2040, CMT 1160,
CMT 2350***

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 multiplatform 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***

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**CMT 2240 770 INTERNET SECURITY MGMT
W/BORDERMANAGER: ENTERPRISE
ED. 3.5 V1.02**

4 Credits   **4 Class Hours**

During this course students learn to implement BorderManager as part of an intranet or Internet security solution. They install, configure, and administer the following components of BorderManager: packet filtering, network address translation (NAT), proxy caCHEM services, and Virtual Private Networks (VPN).

Restricted enrollment: Degree seeking students only
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

Sonny, *CMT*

installation

Computers are vital to business, manufacturing, and service organizations. Nashville State Tech offers computer courses that enable students to become proficient in the operating principles, installation, and maintenance of a variety of digital computers. Students gain excellent hands-on training through labs and work-enhanced course materials.

**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

**CMT 2270 1400 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 2350 WINDOWS ADMINISTRATION II

4 Credits   **4 Class Hours**

This course is designed to provide support professionals with the knowledge and skills necessary to install and configure the Microsoft® Windows® 2000 Server and Microsoft Windows 2000 Professional operating systems.

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® Windows® 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 course is the third course in four courses designed to introduce new content and extend previously learned networking skills which will empower the student to enter the WorkForce and/or further their education and training in the computer networking field. A task analysis of current industry standards and occupational analysis was used in the development of content standards. Instruction introduces and extends the student's knowledge and practical experience with switches, Local Area Networks (LANs) and Virtual Local Area Networks (VLANs) design, configuration, and

maintenance. Students develop practical experience in skills related to configuring LANs, WANs, Novell networks, Internetwork Packet Exchange (IPX) routing, Interior Gateway Routing Protocol (IGRP) protocols, and network troubleshooting.
Prerequisite: CMT 1160

CMT 2420 CISCO ROUTER IV
4 Credits   **4 Class Hours**

This course is the fourth course in four courses designed to introduce new content and extend previously learned networking skills which will empower the student to enter the WorkForce and/or further their education and training in the computer networking field. A task analysis of current industry standards and occupational analysis was used in the development of content standards. Instruction introduces and extends the student's knowledge and practical experience with Wide Area Networks (WANs), Integrated Services Data Networks (ISDN), Point-to-Point Protocols (PPP), and Frame Relay design, configuration and maintenance. Students develop practical experience in skills related to configuring WANs, ISDN, PPP, Frame Relay protocols, and network troubleshooting.
Prerequisite: CMT 2410

Visual Communications

COM 1110 INTRODUCTION TO
VISUAL COMMUNICATIONS
3 Credits   **3 Class Hours**

Orients students to the field of visual communications through a survey of the history, current trends and techniques, and societal impact of this growing field.
Prerequisites: DSPW 0700, DSPR 0700

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, mathematics, careers, pre-press, press, and bindery systems are presented. Projects acquaint students with the use of design tools and basic drawing techniques.
Prerequisites: DSPM 0700, DSPR 0700

COM 1130 GRAPHIC DESIGN I
3 Credits   **3 Class Hours**

Introduces the principles of design and production of art for visual communications. Topics include the development of graphic design from thumbnail sketches, rough layouts, and comprehensive design presentations. Various media and techniques are introduced.
Prerequisites: COM 1111, COM 1150,
and COM 1210

COM 1150 TYPE CONCEPTS
3 Credits   **3 Class Hours**

Introduces typography and methods for the production of type for use in visual communication projects. Typestyles, specifications, measurement, and markup are emphasized. The use of type as a design element is stressed.

COM 1170 TECHNOLOGY FOR
PRINT PRODUCTION
3 Credits   **3 Class Hours**

A course which translates traditional mechanical art preparation skills to the current industry-standard of digital file preparation for reproduction. Topics include terminology, printing specifications, and printing and finishing processes.
Prerequisites: COM 1111, COM 1210

COM 1210 INTRODUCTION TO
ELECTRONIC MEDIA
3 Credits   **3 Class Hours**

Acquaints the student with the technology of design and production of visual material using the computer and various software packages as a tool.

COM 1220 GRAPHIC DESIGN II
3 Credits   **2 Class Hours, 2 Laboratory Hours**

Advanced instruction in the creative aspects of the design and production of art for visual communications. Students apply concepts from Graphic Design I to solve problems in design techniques and styles, types of advertising, creating the right impression, illustration and photography in design, designing with type, selecting paper stock, package design, working with color, and marker techniques.
Prerequisite: COM 1130

COM 1230 INTRODUCTION TO
DIGITAL IMAGING
3 Credits   **2 Class Hours, 2 Laboratory Hours**

Introduces the equipment, software, and procedures used in digital technology to capture, manipulate, and store photographic images.
Prerequisite: COM 1210

COM 2110 ELECTRONIC PUBLISHING
3 Credits   **3 Class 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

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COM 2170 VISUAL COMMUNICATIONS PORTFOLIO

4 Credits   **2 Class Hours, 4 Laboratory Hours**

Provides instruction in the development of a Visual Communications portfolio and resumé. Includes practice in job interview skills, speakers from the industry, portfolio reviews by industry professionals and tours of creative businesses.
Corequisites: COM 1220, COM 2210

**COM 2210 ELECTRONIC DESIGN
            AND ILLUSTRATION**

3 Credits   **3 Class Hours**

Develops greater expertise and more sophisticated skill in the use of page layout and illustration software on the Macintosh computer.
Prerequisite: COM 2110

**COM 2220 ELECTRONIC PUBLISHING
            PRACTICUM**

3 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 2210, COM 1230

**COM 2240 ADVANCED DIGITAL IMAGING
            FOR PHOTOGRAPHERS**

3 Credits   **3 Class Hours**

Designed specifically for photographers with computer skills and basic knowledge of Adobe Photoshop software, this course concentrates on manipulation of photographic images in a digital format. Image editing, combining multiple images, color correction techniques, and special effects will be included.
Prerequisites: COM 0132 or COM 1230, and PHO 1230

**COM 2250 ADVANCED DIGITAL IMAGING
            FOR DESIGNERS**

3 Credits   **3 Class Hours**

Designed for graphic designers or desktop publishers with computer skills and basic knowledge of Adobe PhotoShop software, this course concentrates on the software as an illustration program in addition to manipulating digital images. Students will combine illustration and photographic images to produce a variety of design projects.
Prerequisites: COM 0132 or COM 1230

**COM 2260 ADVANCED QUARKXPRESS
            PRODUCTION TECHNIQUES**

3 Credits   **3 Class Hours**

This course continues the exploration of QuarkXPress software in the preparation of single and multiple page documents. Features of the software including trapping adjustments, customizing H&J settings, using the Frame Editor, and internal image manipulation will be covered. The class will concentrate on problem-solving techniques from the design and production aspect.
Prerequisites: COM 0117 or COM 2110 or equivalent experience

**COM 2270 ADVANCED COMPUTER
            ILLUSTRATION TECHNIQUES**

3 Credits   **3 Class Hours**

A course that concentrates on advanced illustration techniques for students who have mastered basic skills in Adobe Illustrator. Students will combine techniques and explore complex effects including perspective and dimensional aspects of their designs.
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 pre-press industry. The topics include image input and output; digital color and mechanicals; data storage, and different proofing methods. The course will acquaint students with the variety of jobs offered in this field from customer service representative to file evaluation, through digital stripping of color separated files.
Prerequisite: at least three Macintosh computer classes or equivalent experience

It is inevitable.

assimilation

Computer Technology

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, MATH 1045

CPT 1500 MICROPROCESSOR SYSTEM PRINCIPLES
3 Credits   3 Class Hours
Provides students with a basic introduction to microprocessor-based computer systems. In addition to developing technical skills in Information Technology, this course also focuses on developing skills in team building, written and oral communication, and critical thinking skills through problem-based methods.

CPT 2300 MICROPROCESSOR CONTROLS
3 Credits   2 Class Hours, 2 Laboratory Hours
This course is a continuation of the problem solving skills gained in CPT 1500. This course focuses on developing skills to service microprocessor/microcontroller-based digital equipment.
Prerequisite: CPT 1500

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, trouble-shooting, 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

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Computer Technology Department

CTD 1010 COMPUTER OPERATING SYSTEM ENVIRONMENT

3 Credits   **3 Class Hours**

This course replaces CIS 1020 and CPT 2325. It introduces students to computer hardware, operating environments, and procedures for utilizing computer resources. The course includes components on DOS, several versions of Windows, and general network utilization concepts.

Culinary 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, 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.

Corequisite: CUL 1015

CUL 1030 HOSPITALITY II: CULINARY SUPERVISION AND MANAGEMENT

3 Credits   **3 Class Hours**

The chef as supervisor and manager is the focus of this course. Presented as a management course dedicated to the future chef in the position of supervisor, trainer, and manager operating within a kitchen environment. Topics discussed will include communication and motivation, total quality, leadership, training, and team performance. This course satisfies the American Culinary Federation (ACF) supervisory management education requirement for certification.

CUL 1040 CULINARY I

3 Credits   **2 Class Hour, 2 Laboratory Hours**

The introductory food production class for culinary students. Students are instructed in the basic theories and methods of cooking and learn the vocabulary of culinary science. Emphasis is placed on the development of sound, safe, and sanitary kitchen practice. Students are introduced to the kitchen production environment and will practice basic skills and receive instruction in the use of kitchen tools and equipment. Production items will include vegetable and starch preparation, stocks and soups, and egg cookery. Students enrolled in this course must enroll in CUL 1015, Sanitation and Safety concurrently.

Corequisite: CUL 1015

CUL 1045 CULINARY II

3 Credits   **1 Class Hour, 4 Laboratory Hours**

This kitchen/lab based production course builds upon principles and skills presented in CUL 1040, Culinary I. The areas of food preparation include stocks, soups, sauces, beef, pork, and poultry items, as well as vegetables and starches. Students will be exposed to the methods and theories of cooking and gain practical experience through actual production of the mentioned items. In addition, students will prepare a number buffets using recipes and techniques as practiced in class.

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.

This course satisfies the American Culinary Federation (ACF) nutrition education requirement for certification.

CUL 2010 PURCHASING AND COST CONTROL
3 Credits   **3 Class Hours**
Students in this course are introduced to the following areas: the distribution system, the function of the purchasing agent, product selection, purchases, inventories, and storage of all products used within foodservice. Issues will include product pricing, food cost, sales, inventory levels, spoilage, and waste. Students will learn how to create and determine an accurate inventory.

CUL 2020 ADVANCED BAKING AND PASTRY
3 Credits   **1 Class Hour, 4 Laboratory Hours**
This second-year course in baking will build upon baking skills developed in CUL 1020. Students will prepare a variety of pastries including tarts, cakes, and restaurant-style desserts. The use of sauces and plate presentations will be emphasized. Students will be required to create a dessert menu and demonstrate baking proficiency through production of selected menu items.
Prerequisite: CUL 1020

CUL 2030 GARDE MANGER AND CATERING
3 Credits   **1 Class Hour, 4 Laboratory Hours**
This course focuses on cold food preparation and presentation in buffet and catering applications. Food items prepared will include hot and cold appetizers, canapés, patés, terrines, and salads. Buffet design, layout, and execution will be examined, and students will plan a buffet with menus. Issues involved in providing a food-catering event are covered including planning, preparation, customer proposals, customer service, and transportation. A term project will involve the planning and preparation of a catering event.
Prerequisite: CUL 2050

CUL 2035 TABLE SERVICE AND BEVERAGE MANAGEMENT
2 Credits   **1 Class Hour, 2 Laboratory Hours**
This course examines the various styles of table service and service standards required of professional wait personnel. Guest relations, order taking, and organization of the dining room will be studied. Students will gain experience through practice within a simulated service environment. Beverage management issues include inventory and purchasing, proper use of glassware, and the pairing of wine with food.

CUL 2050 CULINARY III
3 Credits   **1 Class Hour, 4 Laboratory Hours**
This second-year advanced food production class will focus on complete plate preparation and presentation of entrée, starch, and vegetable. Students will prepare a number of seafood entrées as well as poultry, beef, and vegetarian offerings. Proficiency will be demonstrated through hands-on production in the kitchen lab. A term project will include the creation of a menu and students will be required to prepare selected items from that menu. A comprehensive theory exam covering concepts from Culinary I – III will be given at the end of the course.
Prerequisite: CUL 1045

CUL 2055 INTERNATIONAL CUISINE
3 Credits   **1 Class Hour, 4 Laboratory Hours**
Students will study and prepare items from various ethnic cuisines using cooking techniques developed in Culinary I – III. The types of international cuisines will include French, Italian, and Asian, as well as other ethnic and regional styles. Dishes that utilize the common ingredients, flavors, and techniques will be prepared in both a la carte and buffet preparation. For their term project, 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 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 2220 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

Developmental Studies

DSPW 0700 BASIC WRITING
3 Credits   **ESL Sections Offered**   **3 Class Hours**
Students study grammar and sentence skills. Students also learn to write effective paragraphs and to organize an essay. Writing skills may be further improved through a computer-assisted laboratory.

DSPW 0800 DEVELOPMENTAL WRITING
3 Credits   **ESL Sections offered**   **3 Class Hours**
Students combine writing and reasoning skills with research skills to produce paragraphs and short essays based on observation, interviews, and written materials. Papers are developed using narrative, description, comparison and contrast, cause and effect, and persuasion. Group discussion and one short documented paper are required.
Prerequisite: DSPW 0700 or equivalent skills

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DSPM 0700 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.

DSPM 0800 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: DSPM 0700

DSPM 0850 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: DSPM 0800 or equivalent skills

DSPR 0700 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, and identifying major and minor support) and inferential reading comprehension (drawing conclusions, making inferences, and recognizing implied main ideas).

DSPR 0800 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: DSPR 0700 or demonstrated equivalent skills

Learning Strategies

DSPS 0800 LEARNING STRATEGIES
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.

Early Childhood Education

ECED 1010 INTRODUCTION TO EARLY CHILDHOOD EDUCATION
2 Credits   **2 Class Hours**

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

ECED 1020 FOUNDATIONS OF EARLY CHILDHOOD DEVELOPMENT
3 Credits   **3 Class Hours**

Provides a survey of the theoretical models and services available to parents and children. Includes a study of developmentally appropriate practices and the teacher's role in supporting development in the early childhood setting.

ECED 2010 SAFE, HEALTHY LEARNING ENVIRONMENTS
3 Credits   **3 Class Hours**

Studies the basic principles of good health as they relate to the child in the family, care center or family child care home, and community. Includes child nutrition, growth, disease and accident prevention, and safety. Also studies the principles of creating appropriate learning environments for young children. Includes laboratory observation and interaction.

ECED 2020 INFANT, TODDLER, CHILD DEVELOPMENT
3 Credits   **3 Class Hours**

This course examines the physical, cognitive, social, and emotional aspects of young children and their application to the care, guidance, and development of the child birth to eight. Includes laboratory observation and interactions
Prerequisite: ECED 2010 or department approval

ECED 2030 INFANT AND TODDLER CARE
3 Credits   3 Class Hours
Studies methods of providing safe, competent individual and group care, as well as a warm and secure emotional atmosphere for infants and toddlers. Includes procedures for stimulating the intellectual and physical development of infants and toddlers in additional to basic caregiving skills. Course open to non-majors (i.e., parents, parents-to-be, babysitters).

**ECED 2040 FAMILY DYNAMICS AND
    COMMUNITY INVOLVEMENT**
3 Credits   3 Class Hours
Explores the roles of the family and community in the physical, cognitive, social, and emotional growth of the child in a diverse society. The areas of professionalism, program management, advocacy, family development, and the structure of the family will be the main topics. Includes laboratory observation and interaction.
*Prerequisite: ECED 1020
or department approval*

ECED 2050 PSYCHOMOTOR DEVELOPMENT
3 Credits   3 Class Hours
This course examines major theories of psychomotor development and the application to the development of the young child. Particular emphasis is placed on the positive development of motor skills. Includes laboratory observation and interaction.
*Prerequisite: ECED 2020
or department approval*

**ECED 2060 DEVELOPMENT OF
    EXCEPTIONAL CHILDREN**
3 Credits   3 Class Hours
This course covers physical disabilities, mental retardation, sensory impairment, the gifted child, and the accessing and coordinating of community resources to ensure accurate diagnosis and appropriate treatment and services. Students will learn to interpret diagnostic instruments and to write programs to meet the special needs of exceptional children. Includes laboratory observation and interactions.
*Prerequisite: ECED 2020
or department approval*

ECED 2070 DEVELOPMENTAL ASSESSMENT
3 Credits   3 Class Hours
Studies the basic instruments and checklists leading to competency in screening children for developmental problems. The course will also consider appropriate community support programs and referral procedures. Includes laboratory observation and interaction.
*Prerequisite: ECED 2060
or department approval*

ECED 2090 CREATIVE DEVELOPMENT
3 Credits   3 Class Hours
This course deals with theories, teaching techniques, and basic program components of early childhood art instruction. Emphasizes value of art in physical-mental and social-emotional growth of young children. Explores use of art media, creative play activities, and methods of incorporating creativity into other curricular areas.

ECED 2100 THE MENTORING TEACHER
3 Credits   3 Class Hours
A study of the philosophy, principles, and methods of mentoring adults who have varying levels of training. Emphasizes the role of mentors as facilitators of adult learning while simultaneously addressing the needs of children, parents, and other staff.
Prerequisite: Department approval

**ECED 2110 ADVANCED LEARNING
    ENVIRONMENTS**
3 Credits   3 Class Hours
This course focuses on the skill, knowledge, and materials development which are necessary in the provision of a developmentally appropriate environment for young children. Includes laboratory observation and interaction.
Prerequisite: ECED 1020, ECED 2010, ECED 2020 or department approval

**ECED 2120 ADMINISTRATION OF
    CHILD CARE CENTERS**
3 Credits   3 Class Hours
A study of organization and administration practices applicable to the child care center. Topics of special consideration will be staff-management relations, state and local licensing standards, national accreditation, CDA standards, tax laws, legal liabilities, and the effect these topics will have on the care of the child. Includes laboratory observation and interaction.
Prerequisite: Departmental approval

ECED 2130 PRACTICUM I
3 Credits   1 Class Hours, 2 Laboratory Hours
Supervised practicum with a minimum of 15 clock hours in seminar and 90 clock hours in an early childhood program offering practical experiences in a learning environment for young children. A study of the physical and human qualities that combine to create a classroom that is safe, healthy, and promotes optimum learning.
*Pre or corequisite: ECED 2010
or department approval*

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ECED 2140 CLINICAL

3 Credits   **1 Class Hours, 2 Laboratory Hours**

Pre- or in-service supervised clinical experience with a minimum of 15 clock hours in seminar, 45 clock hours in an approved clinical site (NAEYC, NAFCC, or NSACA accredited agency, or TECTA approved site), and 45 clock hours in student's work site.

Prerequisite: Successful completion of ECED 1010, 1020, 2010, 2040, and 2130 or department approval.

Economics

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: DSPR 0800 and DSPW 0700 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: DSPR 0800 and DSPW 0700 or equivalent skills

Electrical•Electronic 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: DSPM 0800 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: DSPM 0850 or equivalent skills
Corequisite: MATH 1045

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: MATH 1045

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: MATH 1045 and EET 1190

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

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EET 1220 TRANSFORMERS AND ROTATING MACHINES

3 Credits   2 Class Hours, 2 Laboratory Hours

Provides an understanding of electrical machinery. The study includes transformer theory and application, single-phase and three-phase connections, auto-transformers, and special instrument transformers. The course also includes a study in the development of horsepower, torque, efficiency as related to the operation of D.C. motors and generators, single-phase and three-phase motors, alternators, step-motors, resolvers, and synchros. Comparisons in the performance of machines are made.

Prerequisite: EET 1110

EET 1260 ELECTRICAL TECHNOLOGY

4 Credits   3 Class Hours, 2 Laboratory Hours

Reviews the basics of electrical power for non-electrical/electronic students. Covers such topics as D.C. and A.C. circuits, transformers, rotating machinery, electrical and electronic controls, and electrical energy.

Prerequisite: MATH 1045

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 FIBER OPTICS

3 Credits   2 Class Hours, 2 Laboratory Hours

This course introduces optical fiber as another medium in which information can be transmitted, received, multiplexed, demultiplexed, and distributed. It covers light sources, detectors, connectors and splices, and couplers. This course also introduces students to fiber-optic systems and includes discussions on installation and types of fiber-optic equipment.

Prerequisite: EET 1210

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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, CAD 1100

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

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.

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EMC 1122 ELECTRICAL MAINTENANCE ORIENTATION
4 Credits   3 Class Hours, 3 Laboratory Hours
Studies basic physics and mathematics while developing structural problem-solving techniques. Laws of motion, simple machines, and behavior of matter are studied while reviewing algebra, simple geometry, and right angle trigonometry. The primary focus is to prepare the student for follow-on electrical maintenance courses. Basic computer skills are also introduced.

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 illustrations 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, 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. Instruction in transistors/FETs/diodes/thyrntors is provided.
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 pressure, 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

ENGL 1010 ENGLISH 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: DSPR 0800, DSPW 0800 or equivalent skills

ENGL 1020 ENGLISH COMPOSITION II
3 Credits Honors Section Offered,   3 Class Hours
Second semester composition class emphasizes argumentative and analytical writing. Literature from the text serves as a catalyst for student discussion and writing. Students study advanced methods of composition through the analysis and explication of literature/essays and apply these techniques to their own writing. Emphasis is on using library resources and researching, organizing, and writing research papers.
Prerequisite: ENGL 1010

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ENGL 1113 INTRODUCTION TO RESEARCH

3 Credits   **3 Class Hours**

Introduces students to the process of research, specifically oriented to the workplace. Topics include both primary and secondary sources, such as interviews, library, and Internet searches. This course will also emphasize source evaluation and legal/ethical concerns.

Corequisite: ENGL 1010

ENGL 1114 INTRODUCTION TO TECHNICAL EDITING

3 Credits   **3 Class Hours**

Concentrates on the fundamentals of editing as they apply to professional writing. Focus will be on editing for format, grammatical correctness, readability, and style.

Corequisite: ENGL 1010

ENGL 2010 INTRODUCTION TO LITERATURE I: FICTION

3 Credits   **Honors Section Offered**   **3 Class Hours**

Provides the opportunity, through class discussions and assigned papers, to analyze short stories and novels in terms of their literary characteristics. Designed to give students experience in reading and interpreting literature.

Prerequisite: ENGL 1010
Note: ENGL 2131 meets the requirement for a Humanities elective.

ENGL 2020 INTRODUCTION TO LITERATURE II: POETRY AND DRAMA

3 Credits   **Honors Section Offered**   **3 Class Hours**

Introduces students to 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: ENGL 1010
Note: ENGL 2132 meets the requirement for a Humanities elective.

ENGL 2110 AMERICAN LITERATURE: COLONIAL PERIOD THROUGH THE CIVIL WAR

3 Credits   **3 Class Hours**

Survey of American literature from the time of Colonial expansion through the Civil War period. Examines the works of significant writers of fiction, poetry, prose, and/or drama, taking into account events in history which influenced them. Students learn to discuss the literature and analyze it in essays.

Prerequisite: ENGL 1010
Note: ENGL 2110 meets the requirement for a Humanities elective.

ENGL 2112 REPORT WRITING

3 Credits   **3 Class Hours**

Introduces students to the basic principles of effective report writing. Written assignments provide practice in organizing and composing several brief reports and a formal report. Throughout the semester, students learn practical application of report writing skills.

Prerequisite: ENGL 1010
Note: ENGL 2112 will not meet the requirement for a General Education course.

ENGL 2114 WRITING FOR INDUSTRY

3 Credits   **3 Class Hours**

Focuses on writing for the business media. Students will learn to write professional e-mails, memos, and letters. They will also learn to write pamphlets, press releases, and advertising copy. Attention will also be given to writing research material such as surveys and questionnaires. Ethical/legal issues will also be addressed.

Prerequisite: ENGL 1010

ENGL 2115 INTRODUCTION TO JOURNALISM: WRITING FOR MEDIA

3 Credits   **3 Class Hours**

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: ENGL 1010

ENGL 2116 WRITING FOR THE WEB

3 Credits   **3 Class Hours**

This course will focus on developing comprehensible and useful content for Websites. Students will critique the writing style of current Web pages, design online documentation, and develop appropriate online copy.

Prerequisite: ENGL 1010

ENGL 2120 AMERICAN LITERATURE: POST CIVIL WAR REGIONALISM TO PRESENT

3 Credits   **3 Class Hours**

Survey of American literature from the period of post Civil War regionalism through the present. Examines the works of significant writers of fiction, poetry, prose, and/or drama, taking into account events in history which influenced them. Students learn to discuss the literature and analyze it in essays.

Prerequisite: ENGL 1010
Note: ENGL 2120 meets the requirement for a Humanities elective.

ENGL 2133 MULTI-CULTURAL LITERATURE

3 Credits   **3 Class Hours**

Introduces students to the works of American authors and poets of various ethnic backgrounds. Emphasizes biography, essays, poetry, and short fiction by African Americans, Asian Americans, Hispanic Americans, and Native Americans, and gives students experience in both reading and writing, with emphasis on the cultural heritage.
Prerequisite: ENGL 1010
Note: ENGL 2133 meets the requirement for a Humanities elective.

ENGL 2210 BRITISH LITERATURE: *BEOWULF* THROUGH THE EIGHTEENTH CENTURY

3 Credit Hours   **3 Class Hours**

Survey of British literature from *Beowulf* through Restoration and the Eighteenth Century. Examines the works of significant writers of fiction, poetry, prose, and/or drama taking into account events in history that influenced them. Students learn to think critically about literature through discussion and essays.
Prerequisite: ENGL 1010
Note: ENGL 2210 meets the requirement for a Humanities elective.

ENGL 2220 BRITISH LITERATURE: ROMANTICISM TO PRESENT

3 Credits   **3 Class Hours**

Survey of British literature from the period of Romanticism through the present. Examines the works of significant writers of fiction, poetry, prose, and/or drama, taking into account events in history that influenced them. Students learn to think critically about literature through discussion and essays.
Prerequisite: ENGL 1010
Note: ENGL 2220 meets the requirement for a Humanities elective.

ENGL 2310 WORLD LITERATURE: ANCIENT WORLD THROUGH THE RENAISSANCE

3 Credits   **3 Class Hours**

Survey of World literature from the ancient world through the Renaissance. Examines the works of significant writers of fiction, poetry, prose, and/or drama, taking into account events in history that influenced them. Students learn to think critically about literature through discussion and essays.
Prerequisite: ENGL 1010
Note: ENGL 2310 meets the requirement for a Humanities elective.

ENGL 2320 WORLD LITERATURE: AGE OF ENLIGHTENMENT TO PRESENT

3 Credits   **3 Class Hours**

Survey of World literature from the Age of Enlightenment to present. Examines the works of significant writers of fiction, poetry, prose, and/or drama, taking into account events in history that influenced them. Students learn to think critically about literature through discussion and essays.
Prerequisite: ENGL 1010
Note: ENGL 2320 meets the requirement for a Humanities elective.

ENGL 2140 INTRODUCTION TO CINEMA

3 Credits   **3 Class Hours**

Introduces the basic elements of cinema. Emphasis is on understanding and appreciating cinematic production techniques.
Prerequisite: ENGL 1010
Note: ENGL 2140 meets the requirement for a Humanities elective.

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: MATH 1045

ENV 2250 ENVIRONMENTAL TECHNOLOGY II

3 Credits   **2 Class Hours, 2 Laboratory Hours**

Covers water distribution systems and wastewater disposal systems. Topics include source development, raw water treatment and distribution, wastewater collection and treatment, and sludge disposal. Laboratory exercises include water testing and sewer line design and drafting.
Prerequisite: MATH 1045

ENV 2350 ENVIRONMENTAL 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

French

FREN 1010 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: DSPW 0800 or equivalent skills
Humanities elective

FREN 1020 FRENCH II

4 Credit Hours   **4 Class Hours**

Continues development of the reading, writing, speaking, and aural skills mastered in FREN 1010.
Prerequisite: FREN 1010 or equivalent skills
Humanities elective

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Geology

GEOL 1110: EARTH SCIENCE
3 class hours, 3 lab hours   **4 credits**
This course provides a background in the physical and chemical and biological principals that shape our planet. Topics covered are geology, astronomy, meteorology, oceanography, energy and the environment, and basic chemical and biological processes.
Prerequisite: DSPM 0800 and DSPR 0800 or equivalent skills.

GEOL 1215: ENVIRONMENTAL GEOLOGY
3 class hours, 3 lab hours   **4 credits**
The basic principles of physical geology are presented in the context of the environmental needs and concerns of our time. The makeup of the earth, its internal processes, soil, water, mineral, and energy resources are discussed.
Prerequisite: DSPR 0800.

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.

History

HIST 2030 TENNESSEE HISTORY
3 Credits   **3 Class Hours**
Studies the history of Tennessee from the neolithic era to the present. Course themes include social, cultural, economic, and political activities throughout the state's history.
Prerequisites: DSPW 0800 and DSPR 0800 or equivalent skills

HIST 2010 THE AMERICAN PEOPLE TO MID-19TH CENTURY
3 Credits   **Honors Section Offered**   **3 Class Hours**
Studies the social, cultural, economic, and political aspects of American life from the colonial period through the mid-19th century.
Prerequisites: DSPW 0800 and DSPR 0800 or equivalent skills
Note: HIST 2010 meets the requirement for a Social Sciences elective.

HIST 2020 THE AMERICAN PEOPLE SINCE MID-19TH CENTURY
3 Credits   **3 Class Hours**
Studies the social, cultural, economic, and political aspects of American life since the mid-19th century.
Prerequisites: DSPW 0800 and DSPR 0800 or equivalent skills
Note: HIST 2020 meets the requirement for a Social Sciences elective.

HIST 1110 WORLD CIVILIZATION I
3 Credits   **Honors Section Offered**   **3 Class Hours**
Studies the social, cultural, economic, and political aspects of significant civilizations from the period of unwritten history through the seventeenth century.
Prerequisites: DSPW 0800 and DSPR 0800 or equivalent skills
Note: HIST 1110 meets the requirement for a Social Sciences elective.

HIST 1120 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: DSPR 0800 and DSPW 0800 or equivalent skills
Note: HIST 1120 meets the requirement for a Social Sciences elective.

civilization

History students study the social, cultural, economic, and political aspect of civilizations throughout time. The courses also emphasize the significant events throughout the ages and the people that have shaped those events.

Horticulture

HORT 1010 INTRODUCTION TO HORTICULTURAL SCIENCE
3 Credits   **2 Class Hours, 2 Lab Hours**

This course introduces the sciences and practices underlying occupations in horticulture. Horticultural biology affecting plant growth, and basic cultural practices are emphasized. A broad perspective of the horticultural industry is provided.

HORT 1110 LANDSCAPE PLANT MATERIALS
3 Credits   **2 Class Hours, 2 Lab Hours**

This course covers identification, culture, characteristics and use of plants. Nomenclature, identification, growth and cultural requirements, soil preferences, and landscape applications are emphasized. Upon completion, student should be able to demonstrate knowledge in proper selection and utilization of plant materials.

HORT 1120: LANDSCAPE DESIGN
3 Credits   **2 Class Hours, 2 Lab Hours**

This course covers landscape design principles and practices for residential and commercial sites. Emphasis is placed on drafting, site analysis and common elements of good design, plant material selection, proper plant utilization, and design implementation. Upon completion, students should be able to read, plan, draft and implement a landscape design.

HORT 1130 LANDSCAPE AND GROUND MAINTENANCE
3 Credits   **2 Class Hours, 2 Lab Hours**

This course covers maintenance of residential and commercial properties. Identification and understanding of the maintenance task, transplanting, soil fertilization, irrigation, pest control, mowing, pruning, and climate protection are discussed. Upon completion, students should be able to properly understand and carry out the maintenance of a variety of properties.

HORT 1140 LANDSCAPE CONSTRUCTION
3 Credits   **2 Class Hours, 2 Lab Hours**

This course is an introduction to fabrication of landscape structures and features. Tool identification, use and safety, material selection, construction techniques, and fabrication are covered. Upon completion, students should be able to design and construct common landscape features.

HORT 1150 SOILS AND FERTILIZERS
3 Credits   **2 Class Hours, 2 Lab Hours**

The course covers physical and chemical properties of soils, soil fertility and management. Soil formation, classification, physical and chemical properties, testing, fertilizer application, and other amendments are covered. Upon completion, students should be able to analyze, evaluate, and properly amend soils and media for horticultural use.

HORT 1210 TURF GRASS MANAGEMENT
3 Credits   **2 Class Hours, 2 Lab Hours**

This course is a detailed study of turf grass. Seeding, reproduction, growth and development, species characteristics, fertilization and irrigation practices, pest and disease control, and maintenance of golf courses, athletic and recreational lawns are covered. Upon completion, students should be able to properly characterize turf grass species and establish and maintain a high quality turf grass area.

HORT 1310 HORTICULTURAL PESTICIDE SELECTION AND USE
3 Credits   **2 Class Hours, 2 Lab Hours**

This course covers the identification and control of plant pests including insects, diseases, and weeds. Pest identification and chemical regulation, pesticide application, and safety are emphasized. Coursework will satisfy re-certification point requirements and prepare students to take the Tennessee Commercial Pesticide Applicators License test and the test for certification in Ornamental and Turf (C03) and Right of Way (C06).

cultivation

Nashville State Tech listens to the community and cultivates new programs based on the needs of Middle Tennesseans. The Horticulture and Landscape Gardening certificate and the Sign Language Interpreting degree are two new programs developed to benefit both the business and education communities.

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HORT 1410 LANDSCAPE TREES
AND ARBORICULTURE
3 Credits   **2 Class Hours, 2 Lab Hours**

This course covers identification, culture, and maintenance of landscape trees and shrubs. Planting, fertilization, pruning, pest control, and proper equipment utilization are discussed. Upon completion, students should be able to properly select trees and shrubs and perform arboricultural practices.

HORT 1510: PRINCIPLES OF MANAGEMENT
FOR HORTICULTURE
3 Credits   **3 Class Hours**

This course covers a variety of topics from the areas of business management, customer service aspects, and human resource management as they apply to the horticulture industry.

HORT 2010 INTERNSHIP
1 credit

Students will obtain on-job experience and demonstrate mastery of horticulture skills through placement with an established business or agency in Middle Tennessee. Students will work with their faculty advisor to establish a work career experience with a business best suited to their interests and/or career goals. Internship in the areas of landscape contracting and maintenance, plant retail/wholesale, garden center/nursery, landscape architecture, turf management, irrigation, pest control among others might be selected.

International Communications

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 data bases and create vivid, enticing reports, and papers using both text and graphics.

Mathematics

MATH 0940 BASIC MATHEMATICS FOR
DRAFTING AND ENGINEERING
CERTIFICATE STUDENTS
3 Credits   **3 Class Hours**

A course which covers topics in elementary algebra, right-triangle trigonometry, coordinate systems, and plane, solid, and projective geometry that are required for success in various certificate programs. This course does not generally transfer.
Prerequisite: one year of high school algebra

MATH 1010 MATH FOR LIBERAL ARTS
3 Credits   **3 Class Hours**

This course is an applied mathematics course for non-science majors. Topics covered include problem solving, sets, logic, geometry, probability and statistics, consumer mathematics, and finance.
Prerequisite: DSPM 0850 or equivalent skills

MATH 1045 TECHNICAL MATHEMATICS I
4 Credits   **4 Class Hours**

This course is one of a two-course sequence designed to prepare students to succeed in various programs offered by the technology division. Topics include an overview of geometry, introduction to trigonometric functions, vectors, introduction to complex numbers, exponential and logarithmic functions and equations, and solving various types of equalities and inequalities.
Prerequisite: DSPM 0850 or equivalent skills

MATH 1055 TECHNICAL MATHEMATICS II
4 Credits   **4 Class Hours**

This course is one of a two-course sequence designed to prepare students to succeed in various programs offered by the technology division. Topics include systems of linear equations, determinants, laws of sines and cosines, functions and their graphs, quadratic equations, trigonometric identities, equations and functions, and an introduction to calculus.
Prerequisite: MATH 1045

MATH 1075 BUSINESS MATHEMATICS
3 Credits   **3 Class Hours**

This course covers business mathematics presented from an algebraic base. Topics include discounts, taxes, logarithms, mathematics of finance (simple and compound interest, loans and investments, depreciation), and descriptive statistics.
Prerequisite: DSPM 0850 or equivalent skills

MATH 1510: STATISTICS I
3 Credits   **3 Class Hours**

This course focuses on basic concepts and formulas for both descriptive and inferential statistics. Topics covered include the nature of data, uses and abuses of statistics, methods of sampling, summarizing data, pictures of data, counting techniques, measures of central tendency, measures of variation, measures of position, understanding probability, the binomial and normal distributions, the central limit theorem, confidence intervals, the fundamentals of hypothesis testing for both one and two samples, linear regression, and a brief introduction to nonparametric statistics.
Prerequisite: MATH 1710 or equivalent skills

MATH 1520: STATISTICS II

3 Credits   **3 Class Hours**

This course continues the study of statistics and focuses on techniques and applications for research and business. Hypothesis testing deals with inferences from two or more samples. Both parametric and comparable nonparametric tests are presented. The tests include dependent and independent tests, variance tests, proportion tests, chi-square tests, analysis of variance, several regression analysis, Wilcoxon tests, the sign test, and the Kruskal-Wallis test. Selecting the most appropriate test for specific research and business problems, analyzing the data, and interpreting the results are emphasized.

Prerequisite: MATH 1710 or MATH 1610 or permission of instructor.

MATH 1610: FINITE MATHEMATICS

3 Credits   **3 Class Hours**

This introduction to finite mathematics is intended for students studying Information Systems, Communications Technology, and Business Management. Topics covered include problem solving, set theory, logic, numeration systems, counting methods, and probability.

Prerequisite: DSPM 0850 or equivalent skills

MATH 1710: COLLEGE ALGEBRA (PRECALCULUS I)

3 Credits   **3 Class Hours**

This course is a traditional college algebra course that is part of a two-course sequence designed to prepare students to succeed in the calculus series. This course will also give students the necessary background to complete courses in physics, engineering, and other mathematics/natural sciences areas. Topics include functions/inverses and their graphs, inequalities, factoring, radical expressions and equations, fractions, polynomials, rational exponents, linear equations and functions, quadratic equations and functions, polynomial functions, rational functions, exponential and logarithmic functions, complex numbers, matrices, determinants, systems of equations, conic sections, parametric equations, sequences, series, the binomial theorem, and applications.

Prerequisites: Two years of high school algebra and an acceptable placement score, DSPM 0850, or permission of the instructor

MATH 1720 TRIGONOMETRY (PRECALCULUS II)

3 Credits   **3 Class Hours**

This course is a trigonometry course that is one of a two-course sequence designed to prepare students to succeed in the calculus series. This course will also give students the necessary background to complete courses in physics, engineering and other mathematics/natural sciences areas. Topics include the trigonometric functions of the general and acute angles, right and oblique triangles, related angles, degree/radian measure, trigonometric equations, inverse trigonometric functions, graphs of the trigonometric functions, identities, vectors, complex numbers in polar form, the polar coordinate system, and applications.

Prerequisites: Two years of high school algebra and an acceptable placement score, DSPM 0850, or permission of the instructor

MATH 1830 CALCULUS FOR BUSINESS/BIOLOGY

3 Credits   **3 Class Hours**

A survey of limits, continuity, differentiation, and integration, with applications to business, economics, and biology. Topics include limits, continuity, related rates, maximum-minimum problems, exponential growth and decay, marginal functions, and supply and demand. Rules and techniques are emphasized.

Prerequisite: MATH 1710 or equivalent skills

MATH 1910 CALCULUS AND ANALYTIC GEOMETRY I

4 Credits   **4 Class Hours**

This course is a study of selected topics in plane analytical geometry, function theory including limits and continuity, and the differential and integral calculus of algebraic and trigonometric functions of one independent variable. Applications to graphing, maxima and minima, related rates, and calculation of areas and volume are included.

Prerequisites: MATH 1710 and MATH 1720 or equivalent skills

MATH 1920 CALCULUS AND ANALYTIC GEOMETRY II

4 Credits   **4 Class Hours**

This course is a continuation of MATH 1910 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: MATH 1910

MATH 2010 LINEAR ALGEBRA/ MATRIX ALGEBRA

3 Credits   **3 Class Hours**

Topics covered in this course include matrices, determinants, vectors, vector spaces, systems of linear equations, and linear transformations.

Prerequisite: MATH 1920

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MATH 2050 CALCULUS-BASED PROBABILITY AND STATISTICS

4 Credits   **4 Class Hours**

This course is designed to provide students with the mathematical theory associated with many of the topics in statistics and probability. Topics include a review of descriptive statistics, basic concepts of probability, axioms of probability, probability as a tool of inference, discrete and continuous random variables, discrete univariate probability distributions, probability density functions, and distributions of functions of random variables.
Prerequisite: MAT 1920 or permission of the instructor
Corequisite: MATH 2110

MATH 2110 CALCULUS AND ANALYTIC GEOMETRY III

4 Credits   **4 Class Hours**

This course is a study of solid analytical geometry and the calculus of more than one independent variable. Topics include surfaces and curves in space, cylindrical and spherical coordinate systems, vectors and vector-valued functions, partial derivatives, multiple integrals, and applications of these topics.
Prerequisite: MATH 1920

MATH 2120 DIFFERENTIAL EQUATIONS

4 Credits   **4 Class Hours**

Topics discussed include linear first-order differential equations, applications, homogeneous linear differential equations, second-order linear equations, systems of differential equations, and the Laplace Transform method.
Prerequisite: MATH 1920
Corequisite: MATH 2110

Manufacturing 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, lathers, 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: MATH 1045

MFG 1220 PRODUCTION, INVENTORY AND COST CONTROL

3 Credits   **3 Class Hours**

Studies production planning based on sales forecasts, routing, scheduling, purchasing, dispatching, expediting, and inventory control.
Prerequisite: MATH 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 snapback 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: DSPR 0800 or equivalent skills

MFG 1900 STRENGTH OF MATERIALS/STATICS

4 Credits   **3 Class Hours, 2 Laboratory Hours**

Course covers the theory and application of engineering mechanics, basic quantities, units, force, position vectors, equivalents for systems, center of gravity, moments of inertia, and section modules. The course also studies internal stresses and deformation caused by externally applied loads to structural members.
Prerequisite: MATH 1045

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: MATH 1045

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: MATH 1045

MFG 2210 QUALITY CONTROL

3 Credits   **2 Class Hours, 2 Laboratory Hours**

Introduces statistical quality control covering control charts for variables, control charts for attributes, and sampling. Reliability concepts and ISO 9000 topics are also covered.

Prerequisite: MATH 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

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: DSPR 0800 and DSPW 0700 or equivalent skills

MKT 2220 MARKETING

3 Credits   **3 Class Hours**

A survey course which presents information concerning the practices and basic principles of marketing from origin to the ultimate consumer. Emphasizes the marketing mix, buyer behavior, organization and planning, channels of distribution, and promotion.

Prerequisites: DSPR 0800 and DSPW 0700 or equivalent skills

MKT 2221 CONSUMER BEHAVIOR

3 Credits   **3 Class Hours**

A study of how consumer behavior influences the marketing manager's decisions. Attention is given to physiological, psychological, social and environmental factors, and decision making processes that have an effect on the purchasing and use of goods and services by individual, household, business, and government customers.

Prerequisites: DSPR 0800 and DSPW 0700 or equivalent skills and MKT 2220

Music

MUS 1030 MUSIC APPRECIATION

3 Credits   **3 Class Hours**

A survey of music from the Middle Ages, the Renaissance, the 18th and 19th centuries, and modern times. Folk music, popular music, world music, music theory, cultural, and historical influences are included.

Prerequisites: DSPW 0800 and DSPR 0800 or equivalent skills.
Note: MUS 1030 meets the requirement for a Humanities elective.

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.

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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. Course 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 1000 BASIC KEYBOARDING
1 Credit
Provides keyboarding instruction guided by a computer program. Students learn the alphabet, numeric, and symbol keys using the touch system and learn to key straight copy material at a minimum of 25 words per minute for two minutes with 6 or fewer errors.

OAD 1010 RECORDS AND DATA BASE MANAGEMENT
4 Credits   **4 Class Hours**
Emphasizes the use of a microcomputer data base program and covers basic application of filing classification skills using the rules of the Association of Records Managers and Administrators, Inc.
Prerequisite: DSPW 0800

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 OFFICE PROCEDURES WITH COMPUTER APPLICATIONS

4 Credits   **4 Class Hours**

A second-year course designed to help students meet the challenges and opportunities facing today's office professional. The case study approach will be used to apply topics covered. Some of the topics covered include preparing presentations, planning meetings, handling mail, and writing business correspondence. Students will complete office-related projects requiring the integration of software applications.
Prerequisites: OAD 1010, OAD 1230, OAD 1260, and OAD 1500

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, adjusting, and closing procedures. Students complete a practice set related to their option, as well as a computerized accounting exercise.
Prerequisite: MATH 1075

OAD 2500 LEGAL TRANSCRIPTION/ PROCEDURES I

4 Credits   **4 Class Hours**

An introductory course in legal transcription and law office practices. Emphasis is placed on legal terminology, language skills, format, and content of legal documents as well as law office procedures in the areas of litigation, probate, and family law.
Prerequisites: OAD 1115 and OAD 1220

OAD 2510 LEGAL TRANSCRIPTION/ PROCEDURES II

4 Credits   **4 Class Hours**

A continuation of Legal Transcription/Procedures I (OAD 2500) with an emphasis on the transcription of legal documents and law office procedures. Acquaints the student with calendaring, billing, the court system, legal research, legal instruments, bankruptcy, and appellate practice.
Prerequisite: OAD 2500

OAD 2600 BEGINNING MEDICAL TRANSCRIPTION

4 Credits   **4 Class Hours**

An introductory machine transcription course which emphasizes medical terminology and reinforces the use of English language skills in the production of medical documents, including history and physical, X-ray, operative, consultant, autopsy, and other medical records.
Prerequisites: OAD 1115, BIOL 1000 recommended.

OAD 2610 ADVANCED MEDICAL TRANSCRIPTION

4 Credits   **4 Class Hours**

An advanced machine transcription course with continued emphasis on medical terminology and the production of reports generated by 15 medical specialties in a hospital or clinical setting.
Prerequisite: OAD 2600

OAD 2620 MEDICAL OFFICE MANAGEMENT AND PROCEDURES

4 Credits   **4 Class Hours**

Designed to acquaint the student with the responsibilities encountered by medical office personnel; including office organization and function; layout and equipment; selection, training, and supervision of personnel. This course instructs the student in the proper preparation of medical and financial records, filing, billing, scheduling, and handling mail and telephones. Confidentiality and release of information will be studied.
Prerequisite: OAD 1120 or demonstrated equivalent skills

OAD 2630 ICD-CM CODING

4 Credits   **4 Class Hours**

A study of the coding and classification of symptoms, operations, and procedures according to the International Classification of Disease, Clinical Modification (ICD-CM).
Prerequisites: BIOL 1000 and BIOL 1004

OAD 2635 CPT CODING

3 Credits   **3 Class Hours**

A study of the descriptive terms and identifying codes for reporting medical services and procedures performed by physicians according to the latest edition of Physician's Current Procedural Terminology (CPT).
Prerequisite: OAD 2630 or BIOL 1000 or demonstrated equivalent skills.

OAD 2650 MEDICAL INSURANCE

4 Credits   **4 Class Hours**

Designed to instruct the student in insurance billing procedures. Instruction is given for completing Medicare, TennCare, Blue Cross/Blue Shield, Worker's Compensation, and other pertinent forms for third-party payers.
Prerequisites: BIOL 1000 and OAD 1120

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OAD 2660 PHARMACOLOGY

2 Credits   **2 Class Hours**

Designed to familiarize the student with generic and product names of a variety of medications, drug classifications, and general therapeutic applications.
Prerequisite: BIOL 1000

OAD 2700 ADMINISTRATIVE TRANSCRIPTION

4 Credits   **4 Class Hours**

An introductory course that gives students practical experience in transcribing a variety of business documents. Special emphasis will be placed on punctuation, spelling, editing, and proofreading.
Prerequisites: OAD 1115 and OAD 1220

OAD 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: ENGL 1010

Occupational Therapy Assistant Technology

OTT 1100 ORIENTATION TO OCCUPATIONAL THERAPY

1 Credit   **1 Class Hour**

Orients the student seeking admission to the Occupational Therapy Assistant Technology Program to the general scope of the profession. Acquaints the student with the equipment, medical terminology, therapeutic media, and restorative environment of the occupational therapy field. This course is highly recommended for those students who have tested into remedial/developmental courses.

The following OTT courses require admission to the OTA program or OTA department head approval to register for these classes.

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 interruption 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

OTT 1260 KINESIOLOGY

3 Credits   **2 Class Hours, 3 Laboratory Hours**

The kenetics of normal and abnormal human motion of the musculo-skeletal system will be discussed. Included are evaluation procedures for range of motion and functional muscle strength. Principles and techniques of body mechanics, transfers, and positioning will be addressed. Neuromotor treatment techniques for physical dysfunction are introduced.
Prerequisite: BIOL 2010 with lab

OTT 2110 OCCUPATIONAL THERAPY THEORY AND PRACTICE II

3 Credits   **2 Class 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 proavices an opportunity to integrate academic knowledge of OT 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, and 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, PSYC 1111
Corequisite: OTT 2130

OTT 2130 TREATMENT OF PSYCHOSOCIAL DYSFUNCTION

6 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, PSYC 1111
Corequisite: OTT 2120

Mary, *OTA*

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, and 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: All academic coursework and Department Head approval are required before taking Level II Fieldwork courses. Student must maintain a "C" average and a satisfactory rating on the Professional Development Evaluation before being approved for Fieldwork II placement.

OTT 2230 LEVEL II FIELDWORK – PHYSICAL

8 Credits   **8 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: All academic coursework and Department Head approval are required before taking Level II Fieldwork courses. Student must maintain a "C" average and a satisfactory rating on the Professional Development Evaluation before being approved for Fieldwork II placement.

OTT 2240 FIELDWORK III
6 Credits   **6 Class Hours**
Provides OTA students with an optional experience in a clinical or community setting in which they have a special interest; e.g., geriatrics 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

PHIL 1000 CRITICAL THINKING AND PROBLEM-SOLVING
3 Credit Hours   **3 Class Hours**
Introduces elements of critical thinking as a cognitive process and applies thinking abilities and problem-solving skills to issues and concepts drawn from academics, current events, and life experiences.
Prerequisite: DSPW 0800 and DSPR 0800 or demonstrated skills
Note: PHIL 1000 meets the requirement for a Humanities elective.

PHIL 1030 INTRODUCTION TO PHILOSOPHY
3 Credit Hours   **Honors Section Offered**   **3 Class Hours**
Introduces students to the historical roots and basic problems of philosophy. Includes exposure to metaphysics, epistemology, and value theory (ethics, aesthetics, social/political philosophy) along with the major figures of Western philosophy.
Prerequisite: DSPW 0800 and DSPR 0800 or demonstrated skills
Note: PHIL 1000 meets the requirement for a Humanities elective.

PHIL 1111 INTRODUCTION TO ETHICS
3 Credits   **Honors Section Offered,**   **3 Class Hours**
Introduces the study of moral reasoning and judgment; defines the meaning and importance of individual and social morality in human life; discusses the major systems of ethical theory (ethics of virtue, ethics of duty); and applies ethical theory to the study of such moral problems as sexual morality, pornography, abortion, euthanasia, capital punishment, and job discrimination.
Prerequisites: DSPW 0800 and DSPR 0800 or equivalent skills
Note: PHIL 1111 meets the requirement for a Humanities elective.

Photography

PHO 1110 BASIC PHOTOGRAPHY
3 Credits   **3 Class Hours**
Introduces the operation of a 35mm camera. Topics include camera controls, films, composition, lenses, flash, exposure, light meters, filters, close-up, special effects, and a basic introduction to studio lighting. Emphasis is on color photography.

PHO 1115 PHOTOGRAPHIC VISUAL PRINCIPLES
3 Credits   **3 Class Hours**
Presents an overview of the ways we see, use, and communicate with photography. Topics include sensory perception, work of historically significant and contemporary photographers, uses of photography in media and advertising, visual ethics, and new imaging technologies.

PHO 1170 BUSINESS OF PHOTOGRAPHY
3 Credits   **3 Class Hours**
This course covers everything one needs to know to start a photography business. Topics include business licensing, marketing, estimating jobs, copyrighting, tax laws and deductions, stock photography, location scouting, and props. Upon successful completion of the course, students should be able to successfully launch a new business.

PHO 1210 BLACK-AND-WHITE PHOTOGRAPHY I
3 Credits   **2 Class Hours, 2 Laboratory Hours**
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 1350 ADVANCED STUDIO
& LIGHTING TECHNIQUES**
3 Credits   2 Class Hours, 2 Laboratory Hours
An advanced course in large format photography.
Covers the mechanics of the camera including
swings, tilts, perspective, and lenses. Topics
include lighting, table top photography, and
architectural photography using a 4x5 camera.
Prerequisites: PHO 1110, PHO 1240

PHO 1270 PORTFOLIO PRACTICUM
3 Credits   2 Class Hours, 2 Laboratory Hours
Provides instruction in the development of
professional portfolio and resumé. Emphasizes
portfolio design and presentation. Includes guest
speakers from the photographic community and
tours of related businesses.
*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, Polaroid techniques, 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 chair*

**PHO 1430 PORTRAIT AND
WEDDING TECHNIQUES**
3 Credits   3 Class Hours
Covers all aspects of portrait and wedding
techniques: equipment, outdoor and studio
lighting, films, client relationship, and the business
aspects of both portrait and wedding photography.
Prerequisite: PHO 1110

**PHO 1440 MEDICAL PHOTOGRAPHY
TECHNIQUES**
3 Credits   3 Class Hours
Introduces the techniques of medical photography
by concentrating on the specific approaches used in
medical illustration, preparing slides, and copying.
Prerequisite: PHO 1110

PHO 1450 INDIVIDUAL STUDY
3 Credits   1 Class Hour, 6 Laboratory Hours
Allows the advanced student time for an in-depth
exploration of still photography.
*Prerequisites: All 1100 and 1200 level
Photography courses. Approval by
department chair according to availability of
lab/studio space.*

PHO 1460 OPEN DARKROOM
3 Credits   2 Class Hours, 2 Laboratory Hours
Gives intermediate and advanced students practice
and experimentation time in the color lab.
Prerequisite: PHO 1110
Corequisites: PHO 1210, PHO 1230

PHO 1470 PHOTOJOURNALISM
3 Credits   2 Class Hours, 2 Laboratory Hours
Covers all aspects of photojournalism. Emphasizes
techniques and equipment needed for shooting
for publication, as well as the skills needed for
visual communication.
Prerequisite: PHO 1110 and PHO 1210

PHO 1490 DIGITAL PHOTOGRAPHY
3 Credits   2 Class Hours, 2 Laboratory Hours
A hands-on course which introduces students to
the world of digital photography. Instruction
concentrates on three major components: 1) digital
capture (use of camera), 2) color management,
and 3) creative expression. A limited number of
digital cameras are provided for in-class use.

Physics

PHYS 1015 APPLIED PHYSICS I
4 Credits   3 Class Hours, 3 Laboratory Hours
An introductory algebra/trigonometry-based course
in the principles and applications of the mechanics
of non-deformable bodies, elasticity, fluids, and
heat that emphasizes technical applications.
Prerequisite: MATH 1045 or equivalent skills

PHYS 1025 APPLIED PHYSICS II
4 Credits   3 Class Hours, 3 Laboratory Hours
An introductory algebra/trigonometry-based course
in the principles and applications of wave motion,
sound, light and optics, electricity and magnetism,
and the elements of modern physics that
emphasizes technical applications
Prerequisite: PHYS 1015

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PHYS 1115 BASIC PHYSICS

3 Credits   **3 Class Hours**

An introductory course for students having little or no background in physics. Students are introduced to a variety of topics including motion, energy, fluids, electric circuits, optics, and waves. Intended to prepare engineering technology students to be successful in PHYS 2010 and 2020 and to provide a physical science elective without a laboratory for all students. Course does not transfer.

Prerequisite: Two years of high school algebra

PHYS 2010 NON-CALCULUS-BASED PHYSICS I

4 Credits   **3 Class Hours, 3 Laboratory Hours**

An algebra/trigonometry-based course in the concepts and principles of the mechanics of non-deformable bodies, fluids, and heat.

Prerequisite: MATH 1055, or MATH 1710 - 1720, or permission of instructor

PHYS 2020 NON-CALCULUS-BASED PHYSICS II

3 class hours, 3 lab hours   **4 credits**

An algebra/trigonometry-based course in the concepts and principles of wave motion, sound, electricity and magnetism, light and optics, and elements of modern physics.

Prerequisite: PHYS 2010

PHYS 2110 CALCULUS-BASED PHYSICS I

4 Credits   **3 Class Hours, 3 Laboratory Hours**

A calculus-based course in the concepts and principles of mechanics, fluids, heat, and thermodynamics. This course is intended to serve students who plan to major in science or engineering at the four-year college level.

Prerequisite: MATH 1910

PHYS 2120 CALCULUS-BASED PHYSICS II

4 Credits   **3 Class Hours, 3 Laboratory Hours**

A calculus-based course in the concepts and principles of wave motion, sound, electricity and magnetism, light and optics, and the elements of modern physics. This course is intended to serve students who plan to major in science or engineering at the four-year college level.

Prerequisite: PHYS 2110

Political Science

POLI 1111 POLITICAL SCIENCE

3 Credit Hours   **3 Class Hours**

Introduces the comparative theories, systems, processes, and institutions of world government.

Prerequisite: DSPW 0800 and DSPR 0800 or equivalent skills

Physical Sciences

PSCI 1030 SURVEY OF PHYSICAL SCIENCE

3 Credits   **3 Class Hours**

This course is a conceptual introduction to physical science using a minimum of mathematics. Topics discussed include Newtonian mechanics, gravitation, waves, sound, electricity, magnetism, heat and optics, and an introduction to modern physics.

Prerequisite: DSPR 0800 and DSPM 0803 or equivalent skills

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, ammo selection, position shooting, marksmanship, and tactical movement. Upon completion, the student will be able to explain and demonstrate the safe and proper use of the "tactical shotgun" and have a working knowledge of weapon function, ammunition selection, shotgun wounding characteristics, various applied shotgun techniques, and basic mechanical troubleshooting for the shotgun.

PST 1060 BASIC SURVEILLANCE TECHNIQUES
3 Credits   **3 Class Hours**

Examines basic police surveillance and counter-surveillance procedures and methods, including foot and vehicle; one-, two- and three-person or ABC surveillance; aerial platform; and electronic and stationary surveillance operations. Hands on training includes these topics: definition and history of surveillance, four basic methods of surveillance, foot surveillance operations, vehicle surveillance procedures, stationary surveillance methods, aerial platform surveillance, counter-surveillance operations, detecting and eluding surveillance operatives, and presentation of surveillance evidence in court.

PST 1070 OFFICER SURVIVAL
3 Credits   **3 Class Hours**

Studies the basics of police work needed to survive both mentally and physically. The student gains an understanding of basic officer survival tactics and techniques and will be able to explain and demonstrate proper survival techniques used during field interviews, unknown risk calls, and traffic stops. Also, provides a working knowledge of survival skills used during domestic calls, crimes in progress, and high risk traffic stops.

PST 1080 INTERVIEWING AND INTERROGATION TECHNIQUES
3 Credits   **3 Class Hours**

Provides a study of the techniques utilized in interviewing victims, witnesses, and subjects of interrogations. Topics include preparation and strategy, legal aspects, interpretation of verbal and physical behavior, causes of denial, interviewing, establishing credibility, reducing resistance, obtaining the admission, and the use of video equipment.

PST 1085 BASIC FINGERPRINTING AND PATTERN IDENTIFICATION
3 Credits   **3 Class Hours**

This course of instruction is a study of ridge pattern identification and the physical aspects of fingerprints. This instruction is the basis for developing techniques for the taking of presentable and classifiable inked impressions. A good portion of this course is hands-on application of these techniques.

PST 1090 TRAFFIC ACCIDENT INVESTIGATION
3 Credits   **3 Class Hours**

Studies traffic collisions using scientific methods of vehicle speed calculation, timed distance speed, report writing, and diagramming. Explores the legal, statistical, and professional aspects of this interesting field. Includes dynamic vehicle experiments and practical exercises in gathering facts for traffic investigators.

PST 1095 TACTICAL TALK AND INTERVIEW TECHNIQUES
3 Credits   **3 Class Hours**

Tactical Talk is an interpersonal communications course for police officers. The course is designed to give officers the necessary tools to successfully diffuse verbal confrontations, as well as persuade contacts to obey legal and lawful orders. The goals, objectives, and visions of law enforcement will be discussed. One section includes field interviewing techniques and neurolinguistics.

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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 Brujeria. 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.

Psychology

PSYC 1111 INTRODUCTION TO PSYCHOLOGY
3 Credits   Honors Section Offered,   3 Class Hours
Introduces the fundamentals of human behavior. Major topics include biological bases of behavior, sensation and perception, motivation, learning and memory, maturation and development, personality, and social psychology. 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: DSPW 0800 and DSPR 0800, or equivalent skills
Note: PSYC 1111 meets the requirement for a Social Sciences elective.

PSYC 1115 PSYCHOLOGY OF ADJUSTMENT
3 Credits   Honors Section Offered   3 Class Hours
Studies personal and social adjustment in modern society. Topics include maturing self-concept, healthy interpersonal relationships, constructive management of emotion and stress, and prevention of maladjustment.
Prerequisites: DSPW 0800 and DSPR 0800, or equivalent skills
Note: PSYC 1115 meets the requirement for a Social Sciences elective.

PSYC 2111 PSYCHOLOGY OF HUMAN GROWTH AND DEVELOPMENT
3 Credits   Honors Section Offered   3 Class Hours
Survey of the biological and environmental factors influencing the physical, intellectual, social, emotional, and language development from birth until death. Explores causes and results of interruption in or interference with the developmental process.
Prerequisites: DSPW 0800 and DSPR 0800, or equivalent skills
Note: PSYC 2111 meets the requirement for a Social Sciences elective.

PSYC 2113 SOCIAL PSYCHOLOGY
3 Credits   3 Class Hours
Studies the individual in society. Explores topics of social behavior: conformity, interpersonal relationships, perceptions, prejudice, altruism, aggression, and attitude formation. (This course is the same as SOCI 2113.)
Prerequisites: DSPW 0800 and DSPR 0800, or equivalent skills
Note: PSYC 2113 meets the requirement for a Social Sciences elective.

PSYC 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.

Sociology

SOCI 1111 INTRODUCTION TO SOCIOLOGY
3 Credits   Honors Section Offered,   3 Class Hours
Introduces the study of society, social groups, and social interaction. Topics include culture and society, socialization, social stratification, minorities, education, religion, and social change.
Prerequisites: DSPW 0800 and DSPR 0800, or equivalent skills
Note: SOCI 1111 meets the requirement for a Social Sciences elective.

SOCI 1112 SOCIAL PROBLEMS
3 Credits   3 Class Hours
Focuses on issues and topics identified as social problems in American society, such as crime, drug and alcohol abuse, environment, changing family and gender relationships, poverty, and violence.
Prerequisites: DSPW 0800 and DSPR 0800, or equivalent skills
Note: SOCI 1112 meets the requirement for a Social Sciences elective.

SOCI 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: DSPW 0800 and DSPR 0800, or equivalent skills
Note: SOCI 1120 meets the requirement for a Social Sciences elective.

SOCI 2112 MARRIAGE AND FAMILY
3 Credits   3 Class Hours
Studies the social, cultural, and personal factors relating to mate selection and family life. Assists students in understanding the values, marriages, and families of contemporary America. Topics 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: DSPW 0800 and DSPR 0800, or equivalent skills
Note: SOCI 2112 satisfies the requirement for a Social Sciences elective.

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SOCI 2113 SOCIAL PSYCHOLOGY
3 Credits   **3 Class Hours**

Studies the individual in society. Explores topics of social behavior: conformity, interpersonal relationships, perceptions, prejudice, altruism, aggression, and attitude formation. (This course is the same as PSYC 2113.)
Prerequisities: DSPW 0800 and DSPR 0800, or equivalent skills
Note: SOCI 2113 meets the requirement for a Social Sciences elective.

Spanish

SPAN 1010 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: DSPW 0800 or equivalent skills
Note: SPAN 1010 meets the requirement for a Humanities elective.

SPAN 1020 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: SPAN 1010 or permission of instructor

SPAN 2010 SPANISH III
3 Credits   **3 Class Hours**

Develops further the student's knowledge of Spanish. Students build aural comprehension skills and speaking ability, write compositions, and study Spanish literature and Hispanic culture.
Prerequisite: SPAN 1020 or permission of instructor

Speech and Communications

SPCH 1010 SPEECH
3 Credits   **3 Class Hours**

Introduces students to the fundamentals of speech. Impromptu speeches, extemporaneous speeches (both informative and persuasive), and a problem-solving persuasive presentation give students experience in oral communication. Students also create a professional resumé and participate in an interviewing workshop.
Prerequisite: ENGL 1010

SPCH 1112 FUNDAMENTALS OF SPEECH COMMUNICATION
3 Credits   **3 Class Hours**

Explores aspects of communication in various contexts: interpersonal, small group, and public speaking. Practical applications allow students to improve their understanding of and enhance their skills in communication.
Prerequisites: ENGL 1010

SPCH 2111 INTERPERSONAL SKILLS
3 Credits   **3 Class Hours**

Increases students' understanding of competent interpersonal communication behaviors. Various communication principles and theories are covered. (This course may be substituted for OTT 1170.)
Prerequisite: ENGL 1010

administration, **faculty, & staff**

occupation • registrati

Miriam L. Sibrel
Secretary II
Engineering Technologies

determination • grad

Tammy L. Ruff
Associate Professor, Psychology
Faculty Senate Chair

registration • education

Dr. Bob Palinchak
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PRESIDENT'S OFFICE

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COMMUNITY AND ECONOMIC DEVELOPMENT

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DEVELOPMENT

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    B.S., 1998, University of Tennessee

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ACADEMIC AFFAIRS

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    Ph.D., 1972, Syracuse University

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TECHNOLOGIES DIVISION

vacant ....**Dean**

Polly Laster ....**Secretary III**

BUSINESS MANAGEMENT, OFFICE ADMINISTRATION, COMPUTER ACCOUNTING & CULINARY SCIENCE

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    B.S., 1964, David Lipscomb University
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BUSINESS MANAGEMENT

G. Howard Doty ....**Associate Professor**
    B.S., 1969, Tennessee Technological University
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    BE, 1972, Vanderbilt University
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OFFICE ADMINISTRATION

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    State of Tennessee Teachers License, 1975

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    Diploma: Medical Record Administration, 1950,
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    B.B.A., 1994, Belmont University
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    Certificate in Legal Assisting,
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COMPUTER ACCOUNTING

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    Certified Public Accountant, 1978
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    Certified Public Accountant, 1971
    Certified Systems Professional, 1985
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    Certificate, Web-Based Instruction,
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    Graduate Certificate, Web-Based Instruction,
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    M.S., 1995, Middle Tennessee State University
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    A.S., 1982, Nashville State Technical Institute
    Certified Public Accountant, 1972

CULINARY SCIENCE

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                               Culinary Science
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    American Culinary Federation, Certified Executive Chef

COMPUTER INFORMATION SYSTEMS, COMMUNICATIONS TECHNOLOGY, & COMPUTER TECHNOLOGY

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M.B.A., 1993, Tennessee State University

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COMMUNICATIONS TECHNOLOGY

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Novell, CNA, 1997, CNI, CNE, 1998

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B.S., 1972, Austin Peay State University
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Certified Novell Engineer
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Microsoft Certified Professional
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Certified Technical Trainer
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COMPUTER INFORMATION SYSTEMS

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Cisco Certified Network Associate

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M.S., 1982, Southern Illinois University
M.B.A, 1988, Owen Graduate School of
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COMPUTER TECHNOLOGY

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A.S., 1981, Fullerton College
B.S., 1983, California State Polytechnic University
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Microsoft Certified Trainer, 1995
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ELECTRONIC, ELECTRICAL, AUTOMOTIVE SERVICE, ELECTRICAL MAINTENANCE & MANUFACTURING ENGINEERING TECHNOLOGY

William H. Maxwell......**Department Head/Associate Professor**
B.S., 1966, North Carolina State University
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ELECTRONIC ENGINEERING TECHNOLOGY

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ELECTRICAL ENGINEERING TECHNOLOGY & ELECTRICAL MAINTENANCE TECHNOLOGY

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GM Professional Instructor
M.S., 1995, University of Tennessee
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A.S., 1978, Nashville State Technical Institute
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B.S., 1957, University of Arizona
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        M.S., 1976, Vanderbilt University
        Ph.D., 1980, Vanderbilt University
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AUTOMOTIVE SERVICES TECHNOLOGY

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        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

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Alex Smiley ....Instructor

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CIVIL & CONSTRUCTION ENGINEERING TECHNOLOGIES

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ARCHITECTURAL ENGINEERING TECHNOLOGY

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VISUAL COMMUNICATIONS, PHOTOGRAPHY & MUSIC

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VISUAL COMMUNICATIONS

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        A.A.S., 1994, Nashville State Technical Institute
        Certified Photo Finishing Engineer, 1994

MUSIC TECHNOLOGY

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NASHVILLE ELECTRICAL JOINT APPRENTICE AND TRAINING COMMITTEE

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ARTS AND SCIENCES DIVISION

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ACADEMIC SKILLS DEPARTMENT

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B.S, 1986, Valdosta State College
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   Appalachian State University

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ENGLISH, SOCIAL SCIENCES, AND
EARLY CHILDHOOD EDUCATION DEPARTMENT

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ASTD Certified Learning to Learn Instructor

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B.A., 1958, Bethany College
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B.A., 1993, Western Kentucky University
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MATHEMATICS & NATURAL SCIENCES DEPARTMENT

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    B.S., 1976, School of Banking, Iran
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    B.S., 1981, Manchester College
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    B.S., 1964, Virginia Polytechnic Institute
        & State University
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    Ed.D., 1975, University of Virginia

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    B.S., 1996, Grand Valley State University
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    M.S., 1968, Southern Illinois University–Carbondale

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OCCUPATIONAL THERAPY ASSISTANT TECHNOLOGY & SURGICAL TECHNOLOGY

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    Certified Driver Rehabilitation Specialist, 1996
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    A.D.N., 1992, Tennessee State University
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    Emergency Medical Technician (EMT), 1983, U.S.
        Naval Medical Command
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POLICE SCIENCE TECHNOLOGY

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    POST Certified Police Officer, State of Tennessee
    Police Instructor Certification,
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    POST Certified Police Officer, State of Tennessee
    POST Certified Training Officer
    POST Certified Police Instructor
    POST Certified Firearms Instructor
    Member of Board of Directors: TN Division;
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SOCIAL SCIENCES AND LANGUAGES

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    B.S., 1981, Tennessee State University
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    Ed.D.,1990, Vanderbilt University

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    B.A., 1990, University of Pennsylvania
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    B.A., 1983, University of Colorado
    M.A., 1987, University of Tennessee
    I.M.B.A., 1996, University of Memphis
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COOKEVILLE CAMPUS

Bill Pardue..**Director/Instructor**
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Tim Dean ....**Assistant Professor**
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> Certificate, Electrical Maintenance,
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> A.S., 1983, Nashville State Technical Institute
> B.S., 1989, Middle Tennessee State University

LIBRARY

Charles M. May ....**Director**
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>   Nashville State Technical Institute
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STUDENT SERVICES

Charles R. Weeks ....**Dean**
> B.A., 1969, David Lipscomb University
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> Certified Professional Secretary, 1995

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> B.S., 1992, Wayland Baptist University
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Wilma Johnson ....**Secretary II**

Will Plunk ....**Course Information Clerk**

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ADMISSIONS AND ASSESSMENT

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Dorothy G. Martin......................................**Admissions Clerk**

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RECORDS

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> Paralegal Certificate, 2000

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> Career Advancement Certificate,
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OFFICE OF RECRUITING

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ADVISING & ACADEMIC SERVICES

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ADVISING

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>   and State University
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ACADEMIC SERVICES

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Stephen F. White ....**Director**
> B.A., 1980, Campbellsville College
> M.Div., 1983, Southern Baptist Theological Seminary

Leah Gregory ....**Clerk**

Vicki Hammons..**Assistant Director**
> B.S., 1981, Eastern Kentucky University

Melissa Smith ....Coordinator of Technical Support
    B.S., 1994, Bethel College
    M.B.A., 1996, Middle Tennessee State University

Gloria Spears ....Technical Clerk

Kim Drake...Secretary II
    A.A.S., 1998, Nashville State Technical Institute

FINANCE AND ADMINISTRATIVE SERVICES

Debra Simpkins-Bauer..................Vice President of Finance
             and Administrative Services
    B.S., 1977, University of Tennessee at Martin

Francetta B. Blaustone ....Administrative Secretary
    Certified Professional Secretary, 1994

Yvonne Barrett......................Director of Affirmative Action
    Certified Professional Secretary, 1992
    B.A., 1996, Trevecca Nazarene University

Shelia R. Cook-Jones ....Buyer
    A.S., 1984, Nashville State Technical Institute

ACCOUNTING

M. Elaine Davis ....Controller
    B.S., 1972, Belmont University
    A.S., 1983, Nashville State Technical Institute

Bernice G. Batchelor ....Account Clerk Supervisor
                   Accounts Payable
    B.S., 1975, Lane College

Michele Hicks ....Technical Clerk
    A.S., Nashville State Technical Institute

Laurie W. Rhoton ....Accountant
    A.S., 1983, Nashville State Technical Institute
    A.A.S., 1996, Nashville State Technical Institute
    Certified Professional Secretary, 1987

Alma J. Rucker ....Technical Clerk

Vilia Ann Buckingham ....Grants Fiscal Clerk

Ernestine Williams.......................Lead Data Entry Operator

BURSAR'S OFFICE

Linda D. Langiotti...Bursar
    B.A., 1974, Lambuth College
    A.S., 1983, Nashville State Technical Institute
    M.B.A., 1988, Jack C. Massey Graduate School
       of Business, Belmont University

Dianne Blankenship...Head Cashier

Ruth Green ....Cashier

Casey Greer ....Account Clerk II

Etta Mason ....Account Clerk Supervisor

Janice O'Kain..................................Account Clerk I

PROPERTY MANAGEMENT
SHIPPING & RECEIVING

Herbert E. Hunt..Manager
    A.S., 1972, Draughons Junior College

Cecil H. Ivy ....Shipping and Receiving Clerk

HUMAN RESOURCES

Lori B. Maddox ....Director
    A.S., 1985, Nashville State Technical Institute
    B.S., 1998, University of Tennessee, Knoxville

Carolyn Jeans ....Personnel Assistant

Janet Dennis.................................Personnel Clerk

PAYROLL

Becky Abu-Orf..Manager

Annette Jordan ....Account Clerk III
    A.S., 1984, Nashville State Technical Institute

Gloria Linzy ....Account Clerk II

FACILITIES AND SAFETY

Benjamin H. McHenry ....Director

Brenda K. Harriford ....Technical Clerk
    A.A., 1976, Western Kentucky University

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

Eddie L. Brown ....Custodial Lead Worker

Howard Carter ....Custodian

Gene Fentress ....Custodian

Lisa Graham ....Custodian

Maxine Hill ....Custodian

Jathan Hunter ....Grounds Worker I

James Jenkins ....Custodian

Carolyn Owens ....Custodian

Kathy Settles ....Custodian

Hershell Woodard ....Custodian

MAINTENANCE & OPERATIONS

Bill Misch ....Maintenance Supervisor
    Certificate/ Refrigeration & Air Conditioning, 1972,
       United States Air Force
    Certificate/Basic Electricity & Appliance Repair, 1974,
       Advance Schools, Inc.

John Beauchamp ....Maintenance Worker

Jason Bond ....Maintenance Worker

James W. Bryant ....A/C Heating Mechanic III
    Certificate/HVAC, 1973, Tennessee Technology Center

Lee Housley ....Electrician

Gail Savage ....Maintenance Worker

Marshall Williamson ....Maintenance Worker

SAFETY & SECURITY

Evaleane G. Owens ....Security Guard Supervisor

G. Derrek Sheucraft ....Security Guard Supervisor

James Adams ....Security Guard I

George Aldridge ....Security Guard I

Kelvin Butler ....Security Guard I

John Dailey..Security Guard I

Wylie Hudson..Security Guard I

Jerome Hunter ....Security Guard I

Marty Logsdon ....Security Guard I

Ricky Miles ....Security Guard I

Jeffrey L. Myers...Security Guard II
    A.S., 1982, Aquinas Junior College

Nathan Yancey ....Security Dispatcher

James, *Photography*

culmination

Nashville State Tech graduation exercises are held at the end of spring semester each year. All students who fulfill the requirements for an Associate of Applied Science degree or technical certificate will participate in a commencement exercise. Set graduation as your goal, study hard, and in the end you will be successful.

NASHVILLE State Tech
The Nashville Community's Two-Year College

Campus Map

Army Reserve

M-5
M-4
M-3
M-2
M-1

Clement ground level from parking lot

Stairs/Elevator

Culinary Science C-162 & 164
C-160 Visual Comm.
C-158
C156A-H
Print Shop
C-159
C-157
C-107 Photo.
C-153
C-155
C-105
C-103
Video Prod. C-151
Extended Ed. C-101
C-112
C-110
C-108
C-106 Photo.
C-104
C-102
C-100

Stairs/Elevator

C-362
C-360
C-358
C-356
offices
Lounge
C-364
C-360
C-355
C-353
Help Desk
Comp. Center
Comp. Serv.
C-312 Comp. Acct.
C-308 Open Lab
C-306
offices
offices
Clement Auditorium **C-209**
C-256 Office Admin. C-254
C-252
C-250
C-253
C-251
CTC
C-210
C-208
C-206
C-204
C-202
C-200

Clement Building

P.E.G. TV Studio
lobby
storage
offices
TV Studio
A-71

ASEP A-59
A-61
A-64
A-69
A-56
A-55B
A-55A
A-64
A-68
Occupational Therapy A-52A & B
Computer Labs A-41A
A-41B
A-42
A-44
IBEW A-67
TVPPA
A-51
A-50

Security
Lounge
Bookstore
courtyard
Ramp
ATM
A-4
A-2
Tech. Train. Ctr.
A-35
A-32
A-31
A-30
A-29
A-25
Science Labs
A-7
A-8
A-9
A-10
A-11
A-12
A-13
B Faculty offices
A-16 Elec. Labs
A-15
Career Emp. Ctr.
W-81 thru W-85
ESL
W-50 courtyard
A
W-B
C
D

A Building

White Bridge Road ↓

V. Pres. Finance & Admin.
Business office
Pay fees
Business offices
Human Resources
The Ed Clark Gallery
Comm Ed. & Off Camp. Dist. Ed.
Financial Aid
W-56
W-20
President
Dean of Techn.
V. Pres. Academic Affs.

Weld Building

W-94
W-93
Comp. Labs W-92
W-91
W-90
Aff. Act. Publ. & Med. Rel. Workforce Dev. Inst. Resrch.
Architect. Labs W-99
W-98
CAD Labs W-96
Middle College offices W-100
W-101
W-102
W-103
W-105
W-115
Lounge

Library Building

Eng. & Soc. Science L205A-L
L204
L203
L202
L206
L208
L209
L213
L214
L215
L-211
Math & Natural Sciences offices L218-240
Library second floor
Library first floor
Elevator
Lobby
Library

L-103
L-102
Vend.
L-158 Testing Center
L-164 Learning Center
L-151
Elevator
Lobby
Library
Academic Skills L108A-L
L107
L106
L105
L-D
L109
L110
L111
SGA
L112A
L112B
L113A
L114
L115
L116
Arts & Sciences L118-128
Police Science Technology
Audio Visual Micro Computers

Fountain

Shipping & Receiving
E-13
E-14

Service Yard

Records V.A.
D-14
Maintenance & Operations
E-17
E-17A
E-17B
Admissions New Student Advising Career Center

Student Services Center

Map Legend
- ⬛ Restrooms
- ⊠ Elevator
- Handicap Access Restrooms
- ▲ Handicap Access Water Fountains
- ■ TDD Phones
- ● Handicap Access Entry/Exit
- ◎ Under Construction Handicap Access Entry/Exit

Nashville State Tech's Service Area

☐ Primary Service Area   ▨ Extended Service Area   ⧄ Cookeville Center and
Extended Service Area
in Putnam county

Davidson (west of Briley Parkway)
Main campus-120 White Bridge Road
Off-campus
        Antioch High School
        Glencliff High School
        Nashville Electric Service
        Opry Mills Learning Center
        Overton High School
        Vine Hill Community Center

Cheatham
Sycamore High School-Pleasant View

Stewart

Houston
Houston County High School-Erin

Dickson
Renaissance Center-Dickson

Humphreys
Humphreys Co. Center
  for Higher Ed.-Waverly

Montgomery
Rossview High School-Clarksville

Putnam
Nashville State Tech Cookeville Center

For more information call 615-353-3259.

NASHVILLE
State Tech   2001–2002

POWER

Preferred On-Line WEb Registration

REGISTER FOR CLASSES
ON THE INTERNET

Register for your classes with **POWER**.

Quick, convenient, and easy-to-use. Just follow the step-by-step instructions below.

Access

1. Pick up your Student PIN number from the Student Services Information Desk, the Records Office, or your faculty advisor.

2. Access the NSTI home page at *www.NashvilleStateTech.org*

3. Click on "**POWER apply *on-line,***" then click on **"LOG IN TO STUDENT SERVICES"**

4. Enter your Social Security Number and PIN Number and click "**log in**"

5. Log in verification: re-enter PIN number for verification and click "**log in**"

6. **STUDENT SERVICES MENU PAGE** will come up—click on **AVAILABLE COURSE SECTIONS** then click on **REGISTRATION & SCHEDULE**

7. **Select Term:** Fall, Spring, or Summer and click on "**Select**" then

8. The **registration screen** comes up and looks like this:

   Drop/Add Classes
   Course Sections
   Change Class Options
   Conditional Drop/Add
   Student Schedule
   Detailed Schedule
   Fee Assessment/Account Summary/Credit Card Payment
   Registration Status
   Select Term

Registration

1. Select **"Drop/Add Classes"**

2. Enter **CALL NO.** of desired course(s) in ***Add*** class section

3. Press ***Submit*** button after all entries are completed

Course Add/Drop

1. To **ADD** a course: follow the same steps as for Drop/Add option

2. To **DROP** a course: follow the same steps as for Drop/Add option

Student Schedule

Select **"Student Schedule"** or **"Detailed Schedule"** from registration screen menu

For any other student service follow the Registration Menu and/or the Student Services Menu Page

STUDENT SERVICES MENU PAGE

Student Records	**Personal Information**	**Registration & Schedule**
Grades	Change PIN	
Institutional Transcript	View E-mail Addresses	**Course Catalog**
Transfer Transcript	Update E-mail Addresses	
Degree Audit	View Addresses	**Available Course Sections**
Account Summary/Credit Card Payment	Update Addresses	
Holds	View Next-of-Kin	**Financial Aid**
	Change Name	Personal Financial Aid Information
	Change Social Security Number	Application and Information Links

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STAR

Student Telephone Access Registration

615-354-1580

REGISTER FOR CLASSES OVER THE TELEPHONE

Register for your classes with **STAR**.
Quick, convenient, and easy-to-use.

You must have your Student PIN number—get it from the Student Services Information Center, the Records Office, or your advisor. *I.D. is required.*

Dial 354-1580. Press the following numbers on telephone keypad for automated menu choices.

1   Registration

1–Register, Drop/Add Courses, Course Schedule

    1. Register for Courses

    2. Drop or Change Courses

    3. List Class Schedule

2–Course Availability

3–General Registration Information

    1. Registration Deadlines

    2. Records Office Hours, Location, Phone Number

    3. Graduation Information

4–Change PIN

2   Grade Inquiry

3   Fee Payment/Billing Detail

1–Account Inquiry/Payments

    1. Make Credit Card Payment

    2. Account Details (Credits/Charges)

2–General Billing Information

    1. Payment Options

    2. Payment Deadlines

    3. Refund Policy

    4. Business Office Hours, Location, Phone Number

3–Change PIN

4   Admissions/Application Status

5   Financial Aid Information

NASHVILLE State Tech   2001–2002

APPLICATION INSTRUCTIONS

STATEMENT OF PROCEDURE:

All credentials become the property of the college and cannot be forwarded or returned. NOTE: CREDENTIALS WILL BE MAINTAINED IN ACTIVE FILES FOR A 12-MONTH PERIOD. AFTER THIS PERIOD, CREDENTIALS WILL BE RELOCATED TO INACTIVE STATUS AND MUST BE SUBMITTED AGAIN BEFORE AN ADMISSION DECISION CAN BE MADE.

DEGREE/ACADEMIC CERTIFICATE STUDENTS

NEW FRESHMAN STUDENT

(Definition: Never previously attended college)

❏ 1. Submit this completed application form to the Admissions Office. The $5.00 application fee will be assessed at first registration.

❏ 2. Have an *official* high school transcript verifying graduation from high school, or have an official GED transcript of your scores forwarded to the Admissions Office. The transcript of a Tennessee home schooled student must be an official copy from an affiliated organization as defined by State law or be accompanied by a Certificate of Registration with the superintendent of the local education agency where the student would otherwise have attended.

❏ 3. **If you are under the age of 21**, take the American College Test (ACT) and have the scores forwarded to the Admissions Office. (Scores must be less than three years old.)

❏ 4. Take the Compass Placement test if:

    ❏ **You are 21 years of age or older**. Applicants 21 years of age or older who have taken the ACT within the last three years may submit ACT scores to determine if the Compass test will be required.

    ❏ **You are under 21 and have an ACT composite score**, math subscore and/or English subscore of 18 or below.

        Take the appropriate sections of the placement test as indicated below:

            ❏ ACT composite of 18 or less: Compass Reading Comprehension

            ❏ ACT English subscore of 18 or less: Compass Writing Sample

            ❏ ACT math subscore of 18 or less: Compass Mathematics Test

    Note: The Compass Placement test is given by the Nashville State Tech Testing Center. Please call the Testing Center at 615-353-3564 to schedule an appointment to take the test.

❏ 5. Full-time students born after 1956 (enrolling in 12 or more hours per semester) must submit proof of having 2 doses of the MMR vaccine. (See catalog)

COLLEGE TRANSFER STUDENT

❏ 1. Submit this completed application form to the Admissions Office. The $5.00 application fee will be assessed at first registration.

❏ 2. Have an official transcript of each college previously attended showing all credits earned forwarded to the Admissions Office.

❏ 3. Submit ACT test scores or placement test scores as required. If applicable, have college transcripts forwarded to Nashville State Tech verifying that you have successfully completed college algebra and English composition at a college if enrolling in English, math, or classes that have English or math prerequisites.

❏ 4. Full-time students born after 1956 (enrolling in 12 or more hours per semester) must submit proof of having 2 doses of MMR vaccine.

TECHNICAL CERTIFICATE STUDENTS

❏ 1. Submit this completed application form to the Admissions Office. The $5.00 application fee will be assessed at first registration.

❏ 2. Have an official high school transcript verifying graduation from high school, or have an *official* GED transcript of your scores forwarded to the Admissions Office

❏ 3. Full-time students born after 1956 (enrolling in 12 or more hours per semester) must submit proof of having 2 doses of MMR vaccine.

NON-DEGREE STUDENTS

TRANSIENT STUDENT

(Definition: An applicant enrolling in Nashville State Tech from another college — generally in the summer term — for the purpose of transferring courses back to that college.)

❏ 1. Submit this completed application form to the Admissions Office. The $5.00 application fee will be assessed at first registration.

❏ 2. Have an official transcript from college where you are regularly enrolled forwarded to Nashville State Tech.

❏ 3. Full-time students born after 1956 (enrolling in 12 or more hours per semester) must submit proof of having 2 doses of MMR vaccine.

SPECIAL NON-DEGREE STUDENT

(Definition: An applicant who is not planning to earn a degree at Nashville State Tech, but who wishes to take courses for personal or professional growth)

❏ 1. Submit this completed application form to the Admissions Office. The $5.00 application fee will be assessed at first registration.

❏ 2. If enrolling in English, math, or classes that have English or math prerequisites, submit appropriate assessment test scores or have official college transcripts forwarded to the Admissions Office.

❏ 3. Full-time students born after 1956 (enrolling in 12 or more hours per semester) must submit proof of having 2 doses of MMR vaccine.

SPECIAL PROGRAMS

❏ 1. Students applying for Automotive Service Technology, Occupational Therapy, and Surgical Technology must complete additional program Admission packets. Please contact the Admissions Office for this information.

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READMISSIONS

Definition: A former Nashville State Tech student who was previously admitted under any of the above admissions categories.

❑ 1. Submit this completed application form to the Admissions Office.
❑ 2. Have an official transcript of credits earned from each college that you have attended since your last term at Nashville State.
Note: After review of your records, you will be notified if additional requirements must be met.

CURRENT MAJORS

Select the appropriate code for the major you intend to pursue and enter the code in the major section of this 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/ASSET (Ford)
AST ....ASP ....Automotive Service Technology/ASEP (General Motors)
AST ....ATP ....Automotive Service Technology/ATEP (Other)
ASLT ....American Sign Language Technology
BMT ....BNK ....Business Management Technology/Financial Services Management Concentration
BMT ....CST ....Business Management Technology/Customer Service Concentration
BMT ....MKT ....Business Management Technology/Marketing Concentration
BMT ....SBA......................Business Management Technology/Small Business Administration Concentration
CAT ....Computer Accounting Technology
CCT ....Civil & Construction Engineering Technology
CIS ....CMC ....Computer Information Systems /Microcomputer Concentration
CIS ....CMA ....Computer Information Systems/Mainframe Concentration
CMT..Communications Technology
COM ....GDS ....Visual Communications/Graphic Design Concentration
COM ....PHT ....Visual Communications/Photography Concentration
CPT ....Computer Technology (Installation & Maintenance)
CUL ....Culinary Science
ECED ....Early Childhood Education
EET ....Electronic Engineering Technology
ETT ....Electrical Engineering Technology
ENV ....Environmental Technology
GLT......................BUS......................General Technology/Business Concentration
GLT......................TEC......................General Technology/Technical Concentration
MFG..Manufacturing Engineering Technology
MFG ....MTT ....Manufacturing Engineering Technology/Machine Tool Technology Concentration
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/Corrections Management Concentration
PST ....POA ....Police Science Technology/Police Administration Concentration
UNB..Business Technology/Undecided
UNE ....Engineering Technology/Undecided

ACADEMIC CERTIFICATE PROGRAM CODES

ACAS ....Arts & Sciences

TECHNICAL CERTIFICATE PROGRAM CODES

EMC ....Electrical Maintenance Concentration

HOR ....Horticulture & Landscape Gardening Concentration

IDT ....Industrial Distribution Concentration

MST ....Music Technology
PHO ....Photography
STC......................Surgical Technology

WFR WBT ....Workforce Readiness/Business Technical

WRF WCI ....Work Readiness/Computer Information

WRF WOA ....Work Readiness/Office Administration

NON-DEGREE OR CAREER ADVANCEMENT CERTIFICATE

XXX ....Special Student, Non-Degree